

# CODE TALK



Code of Conduct  
& Ethics



# **IMPORTANT NOTICE – DISCLAIMER**

THIS DOCUMENT IS SCANA'S CODE OF CONDUCT & ETHICS. SCANA RESERVES THE RIGHT TO MAKE CHANGES TO THIS DOCUMENT AS IT DEEMS NECESSARY AND APPROPRIATE. THIS DOCUMENT DOES NOT CREATE A CONTRACTUAL OBLIGATION BETWEEN ANY INDIVIDUAL AND SCANA. ANY USE OF MANDATORY LANGUAGE IS NOT INTENDED TO CONVERT THIS DOCUMENT INTO A CONTRACTUALLY BINDING TERM OF EMPLOYMENT. IT DOES NOT CONSTITUTE A GUARANTEE THAT EMPLOYMENT WILL CONTINUE FOR ANY SPECIFIED PERIOD OF TIME, CONFORM TO ANY SPECIFIED STANDARD, OR END ONLY UNDER CERTAIN CONDITIONS. EMPLOYMENT AT SCANA IS A VOLUNTARY AT-WILL RELATIONSHIP, AND NOTHING IN THIS DOCUMENT CONSTITUTES AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT. WHILE SCANA HOPES TO HAVE LONG AND MUTUALLY BENEFICIAL WORKING RELATIONSHIPS, REGARDLESS OF ANYTHING WHICH MAY APPEAR IN THIS DOCUMENT OR ANY COMPANY PUBLICATION, POLICY OR STATEMENT, ANY EMPLOYEE HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP FOR ANY REASON, AT ANY TIME, AND SCANA RESERVES THE RIGHT TO DO THE SAME.

THE INFORMATION INCLUDED IN THIS DOCUMENT APPLIES TO ALL EMPLOYEES, CONTRACTORS AND DIRECTORS OF SCANA. AGENTS AND OTHERS CAPABLE OF BINDING THE COMPANY ARE ALSO EXPECTED TO COMPLY WITH THE REQUIREMENTS SET FORTH IN THIS DOCUMENT.

**NOTE: Reference to "SCANA," or the "Company," throughout this document means SCANA Corporation and its subsidiaries.**

# Contents

## Code of Conduct & Ethics

<b>MESSAGE FROM THE CEO</b> .....	<b>4</b>
<b>CODE TALK</b> .....	<b>5</b>
<b>OUR CODE OF CONDUCT &amp; ETHICS</b> .....	<b>6</b>
Program Administration	
How Do I Ask for Help?	
Good Faith Reporting	
Protected Communications	
Policy Against Retaliation	
Waivers of the Code	
<b>OUR ETHICAL BUSINESS PRACTICES</b> .....	<b>8</b>
Expectations of Professional Conduct	
Conflicts of Interest	
Gifts, Favors and Other Items of Value	
Political and Lobbying Activities	
<b>OUR INTERNAL COMMUNITY</b> .....	<b>12</b>
Company Property and Information	
Discrimination and Harassment	
Environment	
Health, Safety and Security	
Substance Abuse	
Workplace Violence	
<b>EXTERNAL ENTITIES</b> .....	<b>20</b>
Antitrust	
Government Transactions	
Securities	
<b>CONTACTS</b> .....	<b>23</b>



## Message from the CEO

Our SACRED Values are the foundation upon which our Code of Conduct & Ethics is built. We are committed to a strong culture of compliance. As an organization, we must conduct our business ethically and fairly, following all the rules and regulations that govern us. The Code of Conduct & Ethics helps us to do just that.

As an employee, you are expected to understand our Code and that is why we have annual training as a condition of employment. You can report a concern without any fear of retaliation through your management chain; the Compliance and Privacy Office or the Compliance Helpline.

We must all abide by the Code and treat each other fairly and with respect. Use the compliance website on *The Edge* and other resources to help you. Our success as a company can be attributed to the commitment we have to do what is right.

A handwritten signature in black ink, which appears to read "KB Marsh". The signature is fluid and cursive.

Kevin B. Marsh  
Chairman and CEO, SCANA Corporation

# Code Talk

## SCANA's SACRED Values

**S**erve our community

**A**chieve

**C**ommunicate openly and honestly

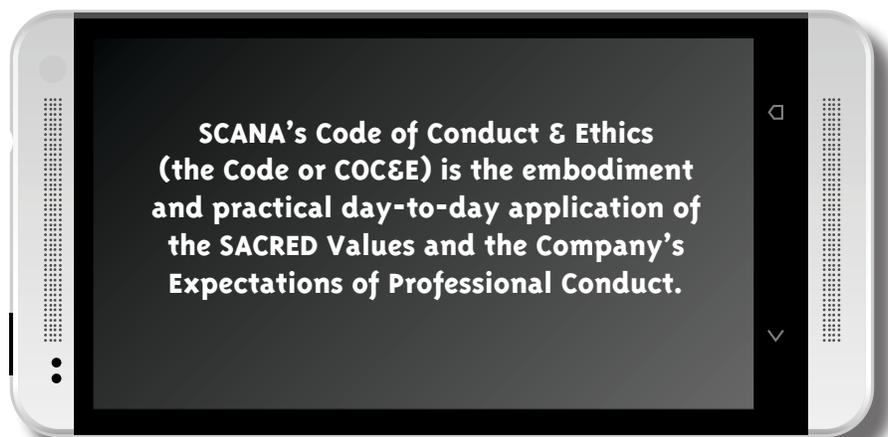
**R**espect diversity and care for each other

**E**xcel in customer service and safety

**D**o what is right

Throughout our Company's 160+ year history, much of our success can be attributed to the outstanding commitment our employees have shown to "Do what is right." The characteristics that made us a strong, well-respected company were articulated in the SACRED Values noted above. We continue to talk about them, teach them and remain committed to upholding them each and every day.

Why does it matter? Whether we are operating in a regulated or unregulated market area, the value customers place on the manner in which we serve them, the level of confidence our shareholders place in us, the trust local, state and federal regulators have that we will abide by the law, and the confidence employees and prospective employees have that we will treat them fairly and with dignity and respect all work together to create the image of SCANA. Without this kind of support, we cannot continue to be successful.



# Our Code of Conduct & Ethics

## PROGRAM ADMINISTRATION

To help foster a culture of ethical conduct and compliance, SCANA's Board of Directors established the position of Corporate Compliance & Privacy Officer and the Corporate Compliance & Privacy Department. This Department works to ensure company-wide understanding of the Code, accomplished through consistent administration of a code of conduct and ethics program, including developing and maintaining the Code content and facilitating the training of its requirements. The investigation of an alleged Code violation or company policy reported to the Corporate Compliance & Privacy Department may be conducted by a member of the Corporate Compliance & Privacy Department, or in conjunction with other internal departments, including Human Resources, IST, Legal or Corporate Security. Each confirmed allegation stands on its own, and disciplinary action can include termination of employment and referral for criminal or civil action when appropriate.

All employees, contractors and directors must comply with the Code. Attending new hire and annual Code training is mandatory for employees and is a condition of continued employment with SCANA. As you read this, please understand that no code of conduct and ethics program can cover every possible question or business situation. Having a good foundation in understanding SCANA's Core Values will serve you well as a first step to determine the right approach to an ethical question. Remember to ask before you act if you have any doubt. Also remember: it is your responsibility to report concerns about noncompliance with the Code. Though, none of us wants to see a co-worker "get in trouble" for violating the Code, it is critical that management be made aware of violations or possible violations so that they can be corrected. In many cases, the violation may be an innocent mistake and the employee will be coached on the appropriate behavior.

## HOW DO I ASK FOR HELP?

You have several options should you have questions relating to the Code, need guidance on a specific ethical matter or wish to report concerns about illegal, unethical or improper conduct. If you suspect or know that someone has violated the Code, you must report your concerns.

### **You can speak with your supervisor/manager:**

Generally, your immediate supervisor or manager is in the best position to help you. If you are unable or uncomfortable going to your supervisor or manager, you are encouraged to continue within your management chain.

### **You can speak with the Compliance & Privacy Officer:**

If you would prefer not to discuss your concerns with your own supervisor or manager, you may contact the Corporate Compliance & Privacy Officer. Within the Corporate Compliance & Privacy Department, there are several options available as well:

- Internal SCANA Compliance and Privacy Website: Ask Compliance
- External email address: [ccompliance@scana.com](mailto:ccompliance@scana.com)
- External privacy email address: [privacy@scana.com](mailto:privacy@scana.com)
- Corporate Compliance & Privacy Department:  
220 Operation Way, Mail Code B111, Cayce, SC 29033

**Compliance Helpline 1-888-977-2262**

**You can contact the Compliance Helpline:**

SCANA also offers a Compliance Helpline that permits anonymous reporting of concerns. The Helpline is staffed by a trained, third-party company, not a SCANA employee, to assure your anonymity if that is your preference. At the end of your call, you will be assigned a unique identification number so that you can complete follow-up calls. In making your call to the confidential Helpline, you are not required to identify yourself. The Helpline does not use any type of tracking devices (Caller I.D., recording, etc.) to determine your identity. The Helpline is staffed 24 hours a day, seven days a week.

Discussions and inquiries will be kept in strict confidence to the extent appropriate or permitted by policy or law. A member of the Corporate Compliance & Privacy Department will objectively look into the facts of any concern reported to them, and may receive assistance from other internal subject matter experts. If you chose to identify yourself, you will be contacted directly by a member of the Corporate Compliance & Privacy Department. It is important that anonymous callers provide enough detailed information so that a thorough and effective investigation can be completed.

Should a member of SCANA's Board of Directors have a question or concern, or need guidance or approval for any matter covered in the Code, he or she should contact the Chairman of the Board of Directors, SCANA's Lead Director or the appropriate committee of the Board.

**GOOD FAITH REPORTING**

Employees who report suspected misconduct or a compliance issue are expected to be honest and candid in their report. Knowingly making a false accusation or providing false information in an investigation is a violation of the Code, and may result in disciplinary action, up to and including termination of employment.

**PROTECTED COMMUNICATIONS**

It is not SCANA's intent to limit the rights of employees to engage in concerted activity for their mutual aid and protection. If any SCANA employee attempts to limit those rights, you should report that attempt through your management chain, to the Human Resources Department, to the Corporate Compliance & Privacy Department, or the confidential Compliance Helpline.

**POLICY AGAINST RETALIATION**

SCANA has a strict policy prohibiting retaliation against any individual who comes forward with a good faith report of alleged wrongdoing or who participates in an investigation. Suspected retaliation should be reported immediately through your management chain, to the Corporate Compliance & Privacy Officer or the Compliance Helpline. Individuals who retaliate will be disciplined, which could include termination of employment. In certain instances, those found to have retaliated could be subject to criminal prosecution. However, reporting will not insulate an employee from the consequences of his or her personal misconduct. Further, knowingly making a false report will subject the employee to disciplinary action up to and including termination.

**WAIVERS OF THE CODE**

The New York Stock Exchange listing standards mandate that the Company's Board of Directors or an authorized committee of the Board may grant a waiver of any provision of the Code of Conduct & Ethics for a senior officer or member of the Board of Directors. The listing standards further dictate that any authorized waiver to a senior officer or a member of the Board of Directors must be promptly disclosed to shareholders. Although not required by specific regulations, at SCANA any waiver of the Code of Conduct & Ethics for an employee, director, or a third party doing business with the Company, requires approval by the Board of Directors or an authorized committee of the Board.

# Our Ethical Business Practices

It is your personal responsibility to uphold our Code of Conduct & Ethics each and every day. If you have concerns, talk about them with someone who is in a position to help you. Report any conduct that is contrary to SCANA's values. Use resources available to you to help you understand the Company's expectations.

## **EXPECTATIONS OF PROFESSIONAL CONDUCT**

Expectations of professional conduct apply to all employees, contractors and directors or agents of SCANA. High standards of honesty, respect for the law and integrity are essential in carrying out SCANA's business. They are also essential if we are to maintain the confidence of our customers and the communities we serve.

### **As an employee, contractor or director of SCANA, you must:**

- Abide by SCANA's Code of Conduct & Ethics;
- Behave honestly and avoid illegal, unethical or improper conduct;
- Be helpful, respectful and cooperative toward co-workers, customers, suppliers and the general public;
- Have a practical working knowledge of the policies, laws and regulations affecting your job responsibilities;
- Seek guidance from your supervisor, manager or a Company officer when in doubt about your responsibilities or the application of a policy to a specific situation;
- Generally, report any actual or suspected violations of laws, rules or regulations through your management chain or other available reporting resources. Report all concerns regarding accounting, internal accounting controls, auditing matters or financial reporting irregularities to the Corporate Compliance & Privacy Officer;
- Cooperate with any investigation of alleged wrongdoing;
- Be aware of the appearance of wrongdoing.

### **Additionally, as a member of SCANA management, you must:**

- Be an ethical leader;
- Monitor and ensure your employees attend required compliance training, know the Code and take appropriate actions to comply with laws, policies and regulations;
- Take appropriate actions to prevent conduct at work that creates an intimidating, hostile or offensive work environment, or makes other employees uncomfortable (whether or not the conduct rises to the level of being unlawful);
- Ensure systems and procedures are in place to protect Company assets and legally achieve Company goals.

## CONFLICTS OF INTEREST

### Position statement

When conducting business on behalf of SCANA, conflicts of interest must be avoided. A conflict of interest exists when your responsibilities to SCANA and your personal interest are at odds. A conflict can arise when you have interests that make it difficult to perform Company work objectively and effectively.

### Expectation

You must avoid conflicts of interest when conducting business on behalf of SCANA. You are required to fully disclose in a timely manner any conflict or relationship that may compromise your ability to objectively perform your work. Employees must report conflicts to their management. Directors must report conflicts to the Chairman of the Board of Directors, the Lead Director or the appropriate committee of the Board. If you are uncomfortable talking to your management chain, the Corporate Compliance & Privacy Department or the confidential Compliance Helpline is available for disclosing any relationships or conflicts.

### The following prohibitions are of particular importance:

- An employee or director or a member of his or her family may not receive improper personal benefits as a result of his or her position with SCANA.
- Personal loans to employees, directors or agents, or guarantees of such obligations, are prohibited.
- In purchasing matters, you may not conduct SCANA business with family members or with a business organization associated with your family without first getting approval from the appropriate Company officer.
- An employee cannot work in a position in which the duties of a relative may result in a conflict of interest. For more information, please see the SCANA Employee Handbook on *The Edge*.
- A moonlighting job that directly conflicts with your responsibility to SCANA is prohibited.
- Corporate Opportunities – A corporate opportunity is a business opportunity that SCANA is financially able to undertake and which falls in line with SCANA's business or is an opportunity in which SCANA has an actual or expectant interest. For individual participation in such corporate opportunities, employees should obtain senior management approval and members of the Board of Directors should contact the Chairman of the Board of Directors or the appropriate committee of the Board. You are prohibited from:
  - Personally taking for yourself opportunities discovered through the use of corporate property, information or your position; or,
  - Competing with the Company without disclosure and approval by the appropriate authority.

## **GIFTS, FAVORS AND OTHER ITEMS OF VALUE**

### **Position statement**

SCANA deals fairly in conducting its business. Giving or accepting gifts can have the appearance of trying to influence another's decision or of taking advantage of a relationship.

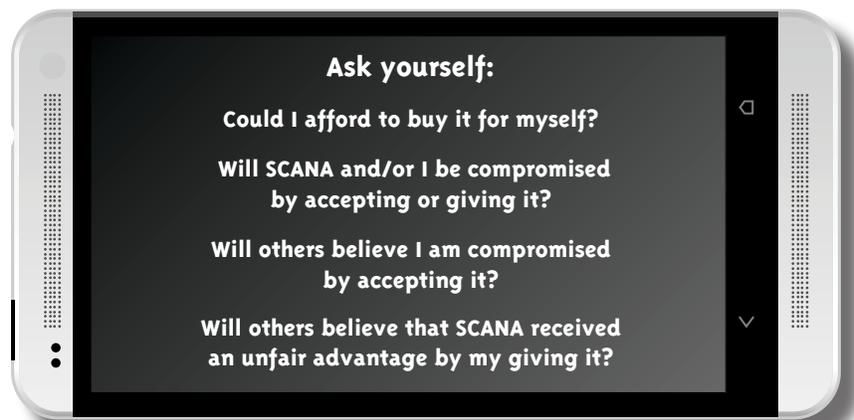
### **Expectation**

In conducting business for SCANA, you should not accept gifts, favors or other items of value that would influence your judgment. SCANA recognizes that, in the normal course of business, gifts of nominal value may be given or received as a result of conducting business with outside parties and does not prohibit such activities. You should avoid the appearance that accepting or giving any item of value may create an unfair advantage to SCANA, you or the other party, or influence your judgment.

You should not offer gifts or favors to a customer or customer's representative with the expectation of getting something – such as a contract award – in return.

Suppliers must be selected on the basis of the price, quality and reliability of their products and services. Under no circumstances should you accept gifts or favors from a supplier that might influence a contract award or other favorable activity from SCANA. Accepting gifts or favors from a supplier may be perceived as a means to influence current or future business. All employees, and especially those involved in any aspect of a procurement-related activity, should take special care to avoid this perception.

SCANA employees should never solicit or accept tips from customers. Should a customer insist on giving a tip, the employee must report the matter to his or her immediate supervisor. You should never accept a gift or favor if it will obligate you or appear to obligate SCANA. Refuse to accept or offer bribes and report any attempt to bribe you. When in doubt, before giving or accepting any item of value, contact your management or the Corporate Compliance & Privacy Department.



## POLITICAL AND LOBBYING ACTIVITIES

### Position statement

SCANA is committed to abiding by all rules and regulations governing political and lobbying activities.

### Expectation

No Company assets (excluding lawful contributions made by check) are to be contributed or loaned, directly or indirectly, to any political party, political action committee (PAC), or campaign for or against any candidate for political office. All corporate political contributions and/or PAC contributions must be coordinated through the Government Affairs Department, Employee Political Action Committee (EMPAC) in South Carolina or the PSNC Energy PAC in North Carolina.

SCANA encourages participation in political activities using one's own time and resources. Your decision to make or not make political contributions will not affect your compensation, job security or opportunities for advancement at the Company. Political activities can sometimes create a conflict of interest; therefore, discuss with your company officer if you plan to accept or seek a public office.

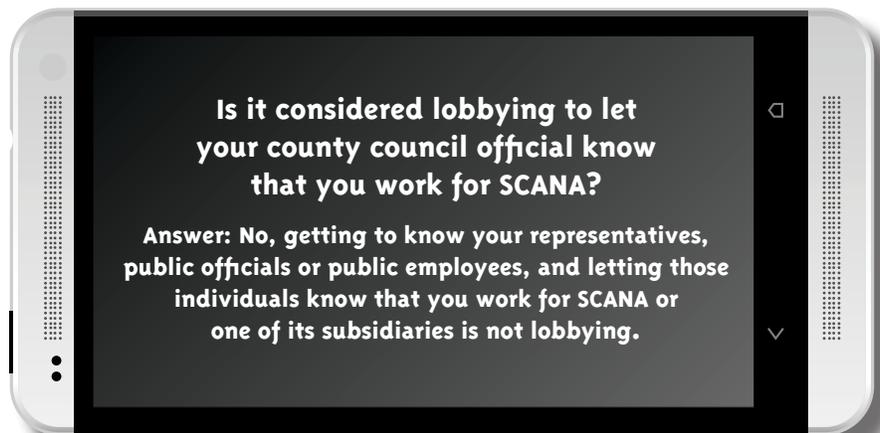
Political opinions can be divisive and contentious; therefore, SCANA prohibits the wearing and displaying of political campaign buttons and material at work. The workplace is not the place for political debates. Employees should be sensitive to others who have opposing political views.

Lobbying is the responsibility of the Company to provide information to legislators, regulators, public officials or public employees in order to educate them on the Company's position. The state and federal governments regulate these activities. The reporting and disclosure of time and money spent on lobbying activities is mandated by law.

Getting to know your representatives, public officials or public employees, and letting those individuals know that you work for SCANA or one of its subsidiaries is not lobbying. Sending in written comments on proposed legislation, rules or regulations; testifying before legislative bodies and agencies at public hearings; or engaging in other activities designed to express your views and influence public policy as an individual not representing SCANA is not lobbying. Directly providing information or attempting to influence legislators, public officials or public employees to act on behalf of SCANA is lobbying. Should SCANA wish to influence certain legislation or regulation, only its registered lobbyists may communicate directly with a public official or government employee concerning that legislation.

If you have a question as to whether your activities constitute lobbying, please contact the Government Affairs Department, SCANA's General Counsel or the Corporate Compliance & Privacy Officer.

When making statements on blogs/websites, employees must not indicate that they are speaking for SCANA unless specifically authorized to do so.



# Our Internal Community

## COMPANY PROPERTY AND INFORMATION

### Position statement

SCANA's assets should be protected and preserved by using them responsibly for legitimate business purposes. Management approval is required for non-business use of SCANA assets including removing assets from Company property. When using SCANA's information systems, you have no expectation of privacy.

### Expectation

You are responsible for the appropriate use and protection of Company assets. You are expected to abide by applicable company policies on the use of company property and information. Employees must obtain management approval prior to the removal of Company assets from Company property. Removal of Company assets without management approval is a Code violation. In addition, use of Company assets is subject to monitoring and recording. Company assets include but are not limited to:

### Physical

Currency, procurement cards, buildings, land, equipment, poles, wires, tools, vehicles, computer hardware and telecommunications devices such as smartphones and tablets.

### Electronic

Computer networks, telecommunications systems and internet access, voicemail, email, IM (instant messaging), electronic documents, spreadsheets, presentations, email and other company information, software, databases, electronic bulletin boards and removable media.

### Knowledge and Information

Processes, procedures, time and skills of employees, information, intellectual property such as copyrights, patents, trademarks.

All information dealing with expense reports, procurement card transactions, timesheets and customer account transactions must be recorded, coded and reported accurately. All transactions must be carried out in accordance with management's authorization and comply with SCANA policies and procedures.

### Privacy

Information about SCANA employees and customers is confidential. Confidential information must only be accessed for legitimate business reasons and only disclosed in accordance with laws and SCANA policies and procedures. Confidential information may include:

- Personally Identifiable Information (PII) – Name, SCANA customer account number, Social Security Number, driver's license number;
- Financial Information – Bank account number, debit or credit card number, credit score;
- Protected Health Information (PHI) – An individual's health status, healthcare provider, prescribed drugs, diagnosis codes and details on payment for health care.

**Compliance Helpline 1-888-977-2262**

Such information is protected by state and federal laws, and must not be disclosed without proper authorization. Failure to protect this information may cause harm to the individuals, to SCANA and to its affiliates. The impact could result in financial penalties and legal liabilities, damages to the SCANA brand and/or adverse regulatory actions.

The Data Transmission Analysis and Control (DTAC) application facilitates the process of sending SCANA information to external third parties. DTAC requests are reviewed to determine that an appropriate confidentiality agreement exists and that the data is transmitted securely. The DTAC application helps to ensure that SCANA's information is protected and responsible parties are aware of the type of information leaving the company and who is receiving it. DTAC is referenced in IST-106 Non-Public Information Disclosure Policy in the Corporate Policies and Guidelines Library on *The Edge*.

Confidential business information gained while employed at SCANA must not be shared. This obligation continues even after retirement or the end of your employment with SCANA. If you are unsure about what constitutes confidential information, contact your management or the Corporate Compliance & Privacy Department.

Potential breaches or misuse of Company property and information must be reported through your management chain or other available reporting options.

### **Corporate Records Management Program**

You are expected to understand and comply with all laws, regulations and Company policies regarding records management. All records that you create, use or reference in conjunction with your position are records of the Company (unless it is a third party reference or document), and the Company determines when and if the Company's records should be maintained or destroyed. The fact that you created a record that the Company does not wish to maintain does not allow you to keep a personal copy and doing so is a violation of Company policies. In certain instances, serious penalties can be imposed for improper records management. If you are unsure of these requirements, you should discuss them within your management chain, with SCANA's Records Manager or with the Corporate Secretary. See SCANA's Corporate Records Management Program Website on *The Edge*. Additionally, from time to time the Legal Department will issue a "litigation hold" for specific corporate records that pertain to actual or threatened litigation. This litigation hold supersedes the normal record destruction schedule, thus any records subject to the hold must be maintained until the hold is lifted by Legal. If you are unsure of any of these requirements, you should discuss them within your management chain, or with SCANA's Records Manager, Corporate Secretary or General Counsel.

### **Electronic Media Policy**

SCANA's electronic media resources shall not be used for accessing, transmitting, retrieving or storing any prohibited communications. Prohibited communications include, but are not limited to, any communications that are vulgar, obscene, threatening, intimidating, harassing or a violation of SCANA's policies against discrimination, harassment or retaliation on account of a class, status, characteristic or activity protected by law. Downloading and/or storing copyrighted material is also prohibited without proper authorization and licensing.

Anyone obtaining electronic information must respect all copyrights and may not copy, retrieve, modify, download or forward such materials except as permitted by the copyright owner. Restrictions on the use of copyrighted material apply to hard copy as well as electronic versions of material. See SCANA's Electronic Media Policy in the Corporate Policies and Guidelines Library on *The Edge*.

Anyone accessing SCANA's Network is reminded not to share passwords and to be careful clicking on links embedded in emails or websites originating outside of the company. See *IST-G002-Acceptable Use of Communication Guidelines* in the Corporate Policies and Guidelines Library on *The Edge*.

# DISCRIMINATION AND HARASSMENT

## Position statement

SCANA strives to maintain a professional environment where everyone is treated with dignity and respect. We are committed to fostering an environment free from discrimination or harassment.

## Expectation

Discrimination or harassment undermines the fundamental values of SCANA and is not considered acceptable behavior. Refrain from acting in an obscene, threatening, abusive, discriminatory or harassing manner. Such conduct violates the Code of Conduct & Ethics and the law.

## Equal Opportunity

SCANA supports equal opportunity in employment. We do not tolerate discrimination in employment or in the terms and conditions of employment, on the basis of race, color, sex, sexual orientation, age, religion, national origin, marital status, pregnancy, disability, military or veteran status, genetic information, or any basis prohibited by federal, state or local law. SCANA is committed to fair treatment in hiring, promotion, training, compensation and disciplinary action. Suspected violations of equal employment opportunity laws or policies must be reported to your management chain, Human Resources, the Corporate Compliance & Privacy Department or the confidential Compliance Helpline.

## Harassment

SCANA does not tolerate harassment of any kind and complaints will be treated as serious matters. Harassment generally means offensive conduct that is severe or pervasive that singles out an individual and creates a hostile work situation. Harassment covers a wide range of conduct in the workplace such as insults, offensive jokes, slurs, offensive material, verbal or non-verbal threats, abuse or ridicule, and assault or blocking normal movement. Prohibited harassment may be on the basis of race, color, sex, sexual orientation, age, religion, national origin, marital status, pregnancy, disability, military or veteran status, genetic information, or any other basis prohibited by federal, state, or local law. SCANA also prohibits harassment that is not based on these protected characteristics. Simply stated — there is no place for harassment at SCANA.

In order for SCANA to continue to be successful, we must have healthy and collaborative relationships. Divisive activities that harm these relationships or disrupt harmony in the workplace will not be tolerated. Displaying, wearing or transmitting material or items that are disruptive will be addressed. Other examples of inappropriate behavior may include, but are not limited to, inappropriate language, jokes and nicknames.

Harassment may also be of a sexual nature. Sexual harassment as defined by law includes unwelcome sexual advances, comments, jokes, requests for sexual favors, or any verbal or physical conduct of a sexual nature that creates a hostile work environment. It also constitutes sexual harassment to give any benefit for submitting to sexual advances or to deny any benefit or administer any punishment for refusing sexual advances. Some other types and examples of behavior that could constitute sexual harassment are as follows:

### Verbal

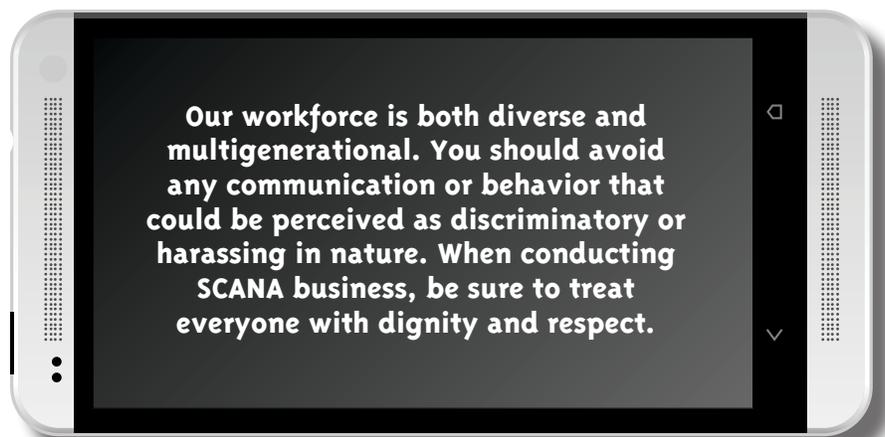
- Language of a sexual nature, to include telling sexual jokes or stories;
- Whistling, inappropriate compliments, suggestions and innuendos.

### Non-Verbal

- Suggestive looks, staring, facial expressions (winking, etc.);
- Unwanted gift-giving or visits;
- Displaying sexually suggestive visual materials (pictures, emails, posters, etc);
- Unwanted or suggestive touching;
- Obscene gestures.

Suspected harassment of any type, by any individual, must be immediately reported through your management chain, to Human Resources, the Corporate Compliance & Privacy Department or the confidential Compliance Helpline.

In the normal course of business, personal relationships may develop between co-workers. An employee who establishes a romantic relationship with a co-worker may be allowed to continue working in the same area as long as the relationship does not negatively impact the department. Romantic relationships between a supervisor and a subordinate within the same department will not be permitted. Management must be immediately notified of any romantic relationship developing between a supervisor and a subordinate.



# ENVIRONMENT

## Position statement

The natural environment is a vital resource. SCANA's goal is to respect and protect the environment in all phases of our operations. We are committed to complying with all laws and regulations governing the environment as outlined in SCANA's Environmental Policy found on the Corporate Environmental Services website on *The Edge*.

## Expectation

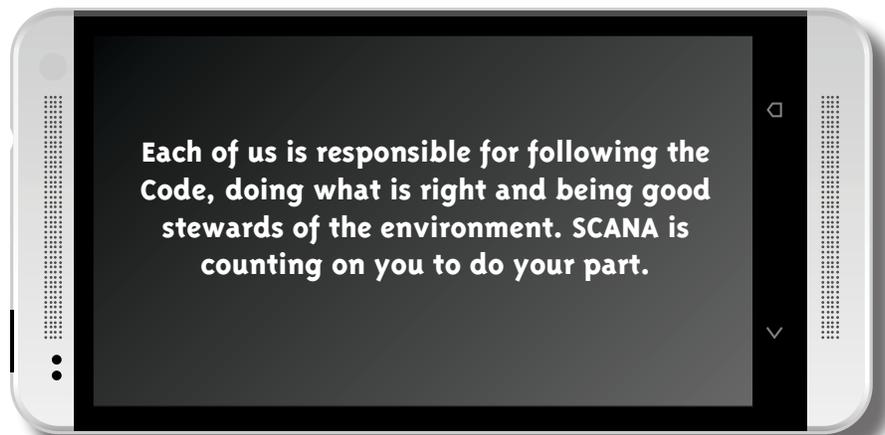
You have a responsibility to understand all environmental laws and regulations associated with your job. Observations or knowledge of any activities that appear to violate any environmental laws or regulations must be immediately reported through your management chain, the Environmental Services Department, the Corporate Compliance & Privacy Department or the confidential Compliance Helpline.

You are also responsible for immediately reporting any spills or discharges to management personnel or to other available reporting options such as the Corporate Environmental Services Department, the Corporate Compliance & Privacy Department or the confidential Compliance Helpline. Federal, state and local environmental laws protect natural resources and regulate the emission of pollutants and the handling and disposal of wastes. Spills or discharges of certain products or hazardous substances exceeding defined reportable quantities must be reported immediately to the National Response Center as well as designated local agencies. Each Company facility has a communication procedure for this legally required notification.

SCANA employs experts to manage environmental permits, compliance reporting and spill remediation in accordance with all applicable environmental laws and regulations.

SCANA is committed to the proper permitting and handling of all materials utilized in its activities as required by applicable environmental, health and safety laws.

Any questions or concerns about environmental practices should be reported to your management, the Corporate Environmental Services Department, the Corporate Compliance & Privacy Department or the confidential Compliance Helpline.



# HEALTH, SAFETY AND SECURITY

## Position statement

SCANA conducts its business in a manner that protects the health, safety and security of its employees, others involved in its operations, its customers and the public.

## Expectation

You have a responsibility for the health, safety and security of yourself, your co-workers and the general public. You should:

- Take reasonable steps to protect fellow employees from injury;
- Take reasonable steps to properly secure company assets including, but not limited to: tools, equipment, vehicles, computers, phones, access devices (keys, badges, secure tokens, vehicle passes, remotes, etc.), and corporate signage. If you suspect or learn that an asset has been lost, misplaced, or stolen, immediately report the incident to your supervisor or Corporate Security;
- Comply with health and safety laws, which regulate physical safety and exposure to conditions in the workplace that could harm employees and others;
- Support SCANA's commitment to provide a workplace free of preventable hazards and to comply with all laws, notably those issued by the United States Occupational Safety and Health Administration (OSHA);
- Comply with SCANA's internal accident reporting procedures;
- Use provided resources to eliminate the cause of workplace accidents and control health hazard exposures;
- Promote both on-and off-the job safety and health;
- Abide by all rules dealing with workplace security.

If you become aware of any situation that appears to be a health, safety or security hazard, you should immediately report it to your management, your Safety Advisor or Corporate Security. Human Resources and the Corporate Compliance & Privacy Department are also resources to which you may immediately report your concerns.

Nothing in this section, or any other section of the Code, prohibits, restricts, or discourages in any way our employees, contractors or directors from reporting nuclear safety concerns to the NRC or other appropriate federal or state agencies.

# SUBSTANCE ABUSE

## Position statement

SCANA's employees are its most valuable resource. SCANA is committed to maintaining a safe and healthy workforce free from improper use of alcohol and drugs.

## Expectation

SCANA will not tolerate alcohol or drug use that endangers the health and well-being of its employees or the public. You may not report to work or remain at work while under the influence of any substance which impairs your ability to perform your job duties effectively and safely.

## Alcohol

The consumption of alcohol in any situation that might reflect adversely on the Company or impair your ability to perform your duties is prohibited. Be aware of how your actions may be perceived any time you can be identified as a SCANA employee. Alcohol should never be consumed while operating Company equipment. The unauthorized consumption, possession, manufacture, distribution, dispensation or sale of alcohol during working hours, while on duty, on Company property or in a Company vehicle will result in disciplinary action up to and including termination. Authorization for any exception must be provided by a Senior Vice President. Possession or use of alcohol at the employee clubs during non-work hours is governed by each club's house rules.

## Drugs

The use of illegal and/or unauthorized drugs in the workplace, including Company vehicles, is prohibited. Further, no illegal drugs or paraphernalia may be kept in the workplace. You may not report to work or remain at work while under the influence of unauthorized or illegal drugs. "Illegal" drugs include synthetic drugs designated as such in South Carolina, North Carolina and Georgia. "Unauthorized" means drugs that were not prescribed for you. Also prohibited is the solicitation, transfer, purchase or sale of illegal and/or unauthorized drugs while on Company time or property, or while conducting SCANA business.

**Any questions regarding these requirements may be referred to Human Resources or the Corporate Compliance & Privacy Department.**



## WORKPLACE VIOLENCE

### Position statement

The workplace must be a positive and safe environment for all.

### Expectation

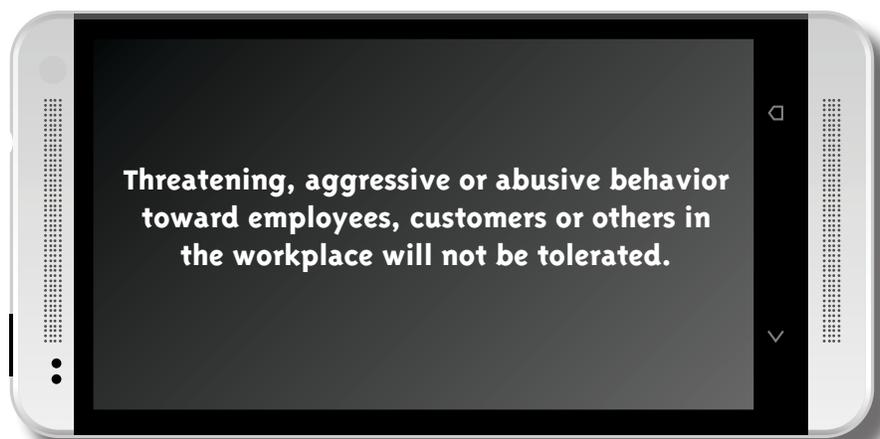
You must conduct yourself in a professional manner and refrain from threatening, aggressive or abusive behavior at all times while conducting SCANA's business.

Threatening, aggressive or abusive behavior toward employees, customers or others in the workplace will not be tolerated. Such behavior by employees will result in disciplinary action, up to and including termination of employment. SCANA also reserves the right to report actual or threatened workplace violence to appropriate law enforcement authorities.

To provide a safe environment for our employees, the possession of firearms or weapons on Company property is restricted. Firearms must be secured in a locked vehicle or a locked compartment within a vehicle at all times. A firearm should never be brought into a Company facility for any reason (this does not apply to employees who have been authorized by SCANA to carry firearms as part of their job). For more information, please read the Corporate Security – Firearms Policy (SEC-102) located in the Corporate Policies and Guidelines Library on *The Edge*.

Be aware of your surroundings; report suspicious people, activity or items immediately. Any individual observing threatening, aggressive or abusive behavior should immediately contact management and SCANA's Corporate Security Operations Center at:

- 803-217-6666 (in the Cayce area);
- 1-800-768-0226 (outside the Cayce area); or
- 1-888-977-2262 (Compliance Helpline).



# External Entities

## ANTITRUST

### Position statement

SCANA is committed to compliance with antitrust laws and the promotion of fair competition among businesses.

### Expectation

Employees must deal fairly when transacting SCANA business. Avoid any contracts, agreements, or activities that restrict or impose an unreasonable restraint of trade. Antitrust laws are designed to create free competition and free enterprise as the rule of trade. Such laws prohibit activities that restrict trade among competitors.

Generally, antitrust laws prohibit any agreement or understanding, formal or informal, between or among competitors with respect to setting salaries or hiring each others employees, price or any element of price such as discounts and credit terms or as to territorial assignments. This includes arrangements between or among competitors to refuse to deal with third parties, to stabilize prices, alter production levels of a product, or allocate or divide markets, territories or customers.

An unlawful arrangement may result from either a written document or an oral agreement or understanding which gives the parties a basis for expecting that a legally prohibited business practice or decision made by one will be honored by another.

Because unlawful agreements may be inferred from conduct, employees should not discuss confidential business information, particularly information regarding salaries and hiring, prices, customers, costs, output or supply, with competitors. Any agreement by our competitors to limit our access to their customers may violate the antitrust laws.

SCANA has developed separate Antitrust and Trade Association Guidelines that address these topics in more detail. Employees can view these guidelines by accessing them through the Corporate Compliance & Privacy Department Website on *The Edge* or contact the Legal Department for guidance.

## **GOVERNMENT TRANSACTIONS**

### **Position statement**

SCANA is committed to compliance with all applicable federal, state or local laws, rules and regulations in conducting its business.

### **Expectation**

SCANA is a family of companies—some regulated and some not. We are subject to federal laws and laws of the states in which we operate. In conducting your job responsibilities, you must adhere to the Code of Conduct & Ethics and all applicable laws, rules and regulations.

Report accurately and be truthful in the preparation, review or submission of records, reports and other information. Laws and regulations applicable to transactions with governmental entities impose special rules that are stringent. For example, it is a crime to knowingly make a false statement or false representation to a federal government official or to submit false information in an application or statement given to a federal agency. Any inquiries from governmental officials regarding SCANA's business activities should be reported to SCANA's General Counsel immediately.

Any questions or concerns about actual or suspected violations should be reported to your management, SCANA's General Counsel, the Corporate Compliance & Privacy Officer or the Compliance Helpline.

### **Some government entities we work with:**

#### Federal:

Federal Energy Regulatory Commission  
Internal Revenue Service  
Securities and Exchange Commission  
Federal Environmental Protection Agency  
U. S. Department of Labor  
U. S. Department of Health & Human Services  
Nuclear Regulatory Commission

#### State:

S.C. Department of Revenue  
Public Service (Utility, Corporation) Commissions  
S.C. Department of Health & Environmental Control  
Department of Labor, Licensing & Regulations  
N.C. Utilities Commission  
Georgia Public Service Commission

## **SECURITIES**

### **Position statement**

Securities laws impose strict responsibilities on SCANA and its employees, contractors and directors, and SCANA is committed to complying with those laws.

### **Expectation**

It is critical to SCANA's compliance with federal and state securities laws that SCANA maintain accurate books and records. To that end, SCANA has developed accounting and financial reporting requirements for its employees, and you must adhere to those requirements in performing your work responsibilities. In addition, you must comply with all applicable financial reporting laws, rules and regulations. If you believe that SCANA's accounting and financial reporting requirements conflict with applicable laws, rules, or regulations, you should report that conflict to your management.

You are prohibited from circumventing SCANA's internal controls systems and are expected to cooperate fully with all audits and investigations. You must avoid any action that fraudulently influences, coerces, manipulates or misleads internal or external auditors. Additionally, you must not destroy, alter or falsify records with the intent to obstruct any authorized investigation.

During the normal course of performing your duties, you may become aware of information about SCANA or other companies that is not publicly available. The purchase or sale of a security while one is aware of material nonpublic information and the disclosure of material nonpublic information to others who trade in securities are prohibited by securities law. Nonpublic information is material if there is a substantial likelihood that a reasonable investor would consider it important in making a decision to buy, sell or hold a security, or if the information is likely to have a significant effect on the market price of a security. Such activity may be deemed to be "insider trading." Material information can be positive or negative, and can relate to virtually any aspect of a company's business or to any type of security, debt or equity.

The consequences of insider trading or other securities law violations can be severe and can result not only in the imposition of civil penalties against you, but also in your criminal prosecution and incarceration. A violation that does not lead to criminal or civil prosecution may still subject you to disciplinary action by SCANA, up to and including termination of employment.

Any inquiries from securities analysts should be directed to Investor Relations immediately. You should not respond to any such inquiries. Any questions or concerns about compliance with securities-related requirements should be reported to your management or the Corporate Compliance & Privacy Officer.

Retaliation against an employee who reports a securities law violation is illegal and prohibited. Unlawful retaliation can include, but is not limited to, demotion, suspension, reassignment or termination of employment. Any concerns about retaliation should be reported to the Corporate Compliance & Privacy Officer.

# Contacts

## CORPORATE COMPLIANCE & PRIVACY

Corporate Compliance & Privacy Officer.....	(803) 217-8634
Compliance Helpline .....	1-888-97-SCANA (1-888-977-2262)
Department Telephone Number .....	1-800-335-6974
Corporate Compliance & Privacy Email .....	ccompliance@scana.com
Privacy Administrator.....	(803) 217-9641
Privacy Email Address .....	privacy@scana.com
Compliance Mail Code.....	B111
Corporate Policies and Guidelines Library .....	SCANA Intranet ( <i>The Edge</i> )

## OTHER CONTACTS

Chief Financial Officer .....	(803) 217-9391
Chief Information Officer .....	(803) 217-9447
Controller .....	(803) 217-6017
Corporate Security .....	(803) 217-7587
Governmental Affairs .....	(803) 217-7805
Human Resources .....	(803) 217-7082
Investor Relations.....	(803) 217-4436
Corporate Secretary.....	(803) 217-7568
FERC Compliance Officer .....	(803) 217-9356
Corporate Environmental Services.....	(803) 217-9367



**SCANA**<sup>®</sup>  
POWER FOR LIVING