



HEALTH AND HUMAN SERVICES POLICY

Department: HHS Administration

Policy Number: 3124

Policy Title: Smoking

Revision History: 5/2018; 6/2018

Revised by/Date: Holly Hunter/Curt Kalk, Jr.

Commissioner Initials: *HH* **Director Initials:** *HH*

Approved by: *Jan Manary*
Jan Manary, Executive Director of Health Services

Date: 6.16.2025

Approved by: *CKalk*
Carmen Kalk, Executive Director of Human Services

Date: 6/16/25

POLICY: Mille Lacs Band of Ojibwe Health and Human Services (HHS) is committed to taking all practical measures to create a safe and healthy environment for all employees, patients, and visitors. To further this goal, HHS has established a no smoking policy.

Use of nicotine products, including cigarettes, e-cigarette, vape, and all smokeless nicotine products is not allowed inside MLBO HHS locations and vehicles, or within 50 feet of all public entrances, windows, and ventilation systems at MLBO HHS locations.

Use of vaping devices with or without nicotine products is not allowed in HHS buildings or vehicles.

This policy does not apply to the use of traditional or sacred tobacco (asemaa) for ceremonial purposes.

POLICY DETAILS:

- Employees are permitted to use nicotine products only in areas designated by official signage. Employees who choose to do so are responsible for extinguishing and disposing of materials and debris in a safe, healthful and appropriate manner. Non-combustible receptacles will be available in all designated use areas.
- Visitors found using nicotine in unauthorized areas will be informed of the policy, asked to extinguish all materials, and escorted to the designated use areas.
- Employees found using nicotine in unauthorized areas will be informed of the policy, asked to extinguish all materials, and directed to the locations of designated use areas. Any employee found to be in violation of this policy after having been given this information is subject to progressive disciplinary action. Supervisors are expected to address non-compliance issues with their employees in a consistent and timely manner, including the details in personnel documents.
- Employees found using vapes, including vapes without nicotine products, in HHS buildings or vehicles will be informed of the policy, asked to extinguish all materials, and directed to the location of designated areas.
- High non-compliance occurrence areas will be revised and additional steps taken to prohibit unauthorized nicotine use. Every employee is responsible for reporting non-compliance and directing visitors and patients to the posted MLBO HHS Smoking policy.



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Department Procedures Attached?	
Compliance - Posting Date	
Next Review - Due Date	