

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Administration Services-Human
Resources Management

Policy Number: HHS-ADM-HRM 3124

Policy Title: Commercial Tobacco Use

Attachments:

Revision History: 5/10/2018

Revised by/Date: Colleen McKinney 6/28/2018

Approved by:

Jeff Larson, Interim Executive Director of HHS



Date:

6/28/18

Approved by:

Rebecca St. Germaine, Commissioner of HHS



Date:

6/28/18

POLICY STATEMENT: Mille Lacs Band of Ojibwe Health and Human Services (MLBO 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, MLBO HHS has established a no commercial tobacco or commercial delivery product use policy. This policy does not apply to the use of traditional or sacred tobacco (asemaa) for ceremonial purposes.

PURPOSE: The purpose of this policy is to promote the well-being and health of employees, patients, and visitors throughout the MLBO community by reducing the risk of commercial tobacco-related illness, including those hazards caused by second- and third-hand smoke as well as environmental pollution.

PROCEDURE: Use of commercial tobacco products is prohibited inside all MLBO HHS locations. It is also prohibited within 50 feet of all public entrances, windows, and ventilation systems at any MLBO HHS locations.

Employees are permitted to use commercial tobacco only in areas designated by official signage. Employees whom 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 commercial tobacco in unauthorized areas will be informed of the policy, asked to extinguish all materials, and escorted to the designated commercial tobacco use areas.

Employees found using commercial tobacco 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 and include the details in personnel documents.

High non-compliance occurrence areas will be reviewed and additional steps taken to prohibit unauthorized commercial tobacco use. Every employee is responsible for reporting non-compliance and directing visitors and patients to the posted MLBO HHS commercial tobacco policy.

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Internal and/or External References	
Compliance - Posting Date	6/28/2018
Replaces – Policy Number	
Next Review - Due Date	6/28/2021