	<b>Author/Owner:</b> Tobacco Prevention Program	<b>Policy Number</b>	GBR 2015-28
		<b>Effective Date</b>	10/08/2013
		<b>Revised</b>	05/12/2015
	<b>Subject:</b> Tobacco/Nicotine Free Environment	<b>Origination Date</b>	10/08/2013
		<b>Supersedes</b>	GBR 2013-131
		Page 1 of 3	

**I. Scope:**

This policy applies to the Muscogee (Creek) Nation Department of Health (MCNDH) including all individuals working, visiting, or receiving medical care and all vendors and contractors.

**II. Purpose:**

The purpose of this policy is to provide the guidelines by which a safe and healthy working environment exists and to promote the health and wellbeing of employees and all persons visiting the Muscogee (Creek) Nation Department of Health owned or occupied properties.

**III. Definitions:**


- A. Department of Health facilities are defined as those buildings and surrounding grounds owned or leased to conduct any MCNDH activities. In buildings where MCNDH occupies only a portion of the building, the use of tobacco products are prohibited in areas occupied to conduct MCNDH activities.
- B. Tobacco use includes, but is not limited to: an ignited cigarette, cigar, e-cigarettes, vapor products or other smoking device, the use of smokeless tobacco including snuff, chewing tobacco, smokeless pouches or any other form of smokeless tobacco.

**IV. Responsibility:**

- A. All employees have the responsibility to comply with this policy and the enforcement of this policy is the shared responsibility of all MCNDH employees.
- B. All MCNDH management and supervisors have the responsibility for enforcing and ensuring compliance with this policy.

**V. Policy:**


- A. It is the policy of MCNDH to prohibit the use of tobacco products in all areas within clinic and hospital buildings; on all MCNDH property and grounds, whether owned or leased, including parking lots and adjacent sidewalks; in all vehicles owned, leased, borrowed, operated, or rented by the MCNDH while on tribal business; and in all vehicles when parked on MCNDH property.
- B. It is the policy of MCNDH that the prohibition applies to all occupants of a vehicle being used for business.
- C. It is the policy of MCNDH that staff shall not possess and/or distribute any items that may promote tobacco use.
- D. It is the policy of MCNDH that appropriate signage shall be posted by MCNDH as necessary to inform employees and visitors of policy provisions.

	Author/Owner: Tobacco Prevention Program	Policy Number	GBR 2015-28
		Effective Date	10/08/2013
	Subject: Tobacco/Nicotine Free Environment	Revised	05/12/2015
		Origination Date	10/08/2013
		Supersedes	GBR 2013-131
	Page 2 of 3		

- E. It is the policy of MCNDH that littering the MCNDH facilities with remains of tobacco products or other disposable products is prohibited.
- F. It is the policy of MCNDH that the use of tobacco for traditional ceremonial purposes is exempt from this policy and will be permitted by authorization of the Muscogee (Creek) Nation Administration.
- G. It is the policy of MCNDH that should a question arise as to whether or not such usage is an established ceremonial purpose, the Muscogee (Creek) Nation Cultural Resource Center shall be consulted.
- H. It is the policy of MCNDH that the use of Nicotine Replacement Therapy (NRT) products are exempt from this policy and will be permitted for cessation purposes.
- I. It is the policy of MCNDH that any violations of the tobacco free environment policy will be reported as an occurrence in SQSS.
- J. It is the policy of MCNDH that all employees are authorized and encouraged to communicate this policy with courtesy and diplomacy to patients, visitors, and fellow employees.
- K. It is the policy of MCNDH that Security Officers shall approach employees, patients, and visitors who are violating this policy to remind them of the policy and to complete an occurrence for supervisory follow-up.
- L. It is the policy of MCNDH that neighboring properties will be provided a contact in the Security Department to approach regarding concerns such as loitering and littering.

**VI. Procedure:**

- A. If the facility has an area that is off MCNDH property and available to use:
  1. Each employee shall request permission from the immediate supervisor any time prior to leaving the work place during their paid work time/break time.
  2. If approved, the employee must return to their work station promptly at the end of the designated period agreed to by their immediate supervisor.
  3. Failure to return to their work station timely shall be addressed by the immediate supervisor.
  4. Employees shall be respectful to surrounding businesses and properties by adhering to their tobacco-free policies.
  5. Employees are responsible for the cleanup of any trash (including but not limited to cigarette butts) in the areas in which they smoke.
- B. Meeting, conferences, lectures, cultural events
  1. Organizers and attendees at events using MCNDH facilities are required to abide by the policy.
  2. Organizers of such events are responsible for communicating the policy to attendees and for enforcing the policy.

	<b>Author/Owner: Tobacco Prevention Program</b>	<b>Policy Number</b>	GBR 2015-28
		<b>Effective Date</b>	10/08/2013
		<b>Revised</b>	05/12/2015
	<b>Subject: Tobacco/Nicotine Free Environment</b>	<b>Origination Date</b>	10/08/2013
		<b>Supersedes</b>	GBR 2013-131
		<b>Page 3 of 3</b>	

**C. Enforcement**

- 1. Non-compliance with this policy by visitors, volunteers, and the public will be handled in the same manner as other MCNDH policies:**
  - a) politely inform the visitor or patient of the policy; and**
  - b) those who refuse to comply with the policy shall be asked to leave the property and the incident shall be documented.**
- 2. Non-compliance of this policy by employees will be addressed in the same manner as other MCNDH policy violations and is subject to the MCNDH progressive discipline process.**

**D. Monitoring and trending of tobacco use violations will be conducted with an aggregated report forwarded on a quarterly basis to the Continuous Quality Improvement Committee.**

**E. After each review, strategies will be developed and implemented to improve compliance with the tobacco/nicotine free environment policy.**