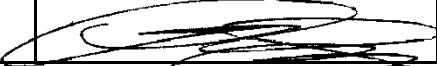


CHEROKEE NATION

POLICY CHAPTER:	Employee Conduct	CHAPTER #:	III
SUBJECT:	Tobacco Free Environment	SECTION SUBSECTION:	I
EFFECTIVE DATE:	January 1, 2008	SUPERSEDES MATERIAL DATED:	April 15, 1995
APPROVED BY:		DATE:	10/15/07

PURPOSE

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 Cherokee Nation owned or occupied Governmental properties.

POLICY

It is the policy of Cherokee Nation to prohibit the use of all tobacco products, including smokeless tobacco, inside or outside all Cherokee Nation Governmental properties, facilities, clinics, including rest rooms, conference rooms, lounge areas, break rooms, storage areas, warehouse spaces, and lunch rooms/cafeterias. (Reference Administrative Policy Manual, Facilities Management - Smoke-Free Environment Policy, Chapter 6, Section B-1.b.)

PROCEDURE

A. DEFINITION

1. For the purposes of this policy, Cherokee Nation facilities are defined as those buildings and surrounding grounds owned or leased and housing any Cherokee Nation Governmental activities.
2. In those buildings where Cherokee Nation occupies only a portion of the building, the use of tobacco products is prohibited in those areas occupied by Cherokee Nation Governmental activities.

III I Smoke Free Environment (cont.)

B. PERMISSIBLE SMOKING AREA(S)

1. Upon the effective date of this policy, there are no areas in which tobacco use is permitted.
2. Upon the effective date of this policy, all areas previously designated for outdoor smoking are no longer tobacco-use-permissible areas.

C. NO SMOKING IN MOTOR VEHICLES

1. All motor vehicles owned, leased, rented or borrowed and operated while on tribal business are covered by the prohibition of the use of tobacco products.
2. An employee is prohibited from smoking in his/her personal vehicle while on Cherokee Nation owned or leased governmental property or while transporting clients or other employees in that vehicle in the course of tribal business.
3. The prohibition applies to passengers as well as the driver in all cases.
4. Permission is required to leave the work place during paid work time.

D. ENFORCEMENT

1. Non-compliance of this policy by employees will be addressed in the same manner as other policy violations and is subject to the Cherokee Nation Human Resources progressive discipline process.
2. All Cherokee Nation Management and Supervision are responsible to ensure compliance with this policy.
3. Non-compliance with this policy by visitors, volunteers and the public will be handled in the same manner as other facility policies:
 - a. Politely inform the visitor or patient of the policy
 - b. Those who refuse to comply with the policy shall be asked to leave the property and the incident shall be documented.
4. The use of tobacco for traditional ceremonial purposes is exempt from this policy and will be permitted by authorization of the Cherokee Nation Administration. Should a question arise as to whether or not such usage is an established ceremonial purpose, the Cherokee Nation Cultural Resources Center will be consulted.