

**MUSCOGEE NATION  
POLICY & PROCEDURES LETTER**

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| <b>Tobacco Use in Tribal Buildings and Grounds</b> | <b>1-08<br/>ADMINISTRATIVE<br/>December 2012</b> |
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**PURPOSE**

1.01 The purpose of this policy is to communicate standard and consistent guidelines relating to tobacco use in tribal buildings and grounds.

**GENERAL POLICY STATEMENT**

2.01 This policy prohibits the possession of lighted tobacco in any indoor place used by or open to the public.

2.02 This policy prohibits the possession of lighted tobacco within fifty (50) feet of any entry of any building or facility operated by the Muscogee Nation. Entry is hereby being defined as the frontage area to any building or facility.

2.03 General Services Administration will designate a limited number of tobacco use areas on campus and maintain these locations on the campus site plan. GSA shall also post these areas with signage as designated tobacco use areas.

2.04 Courtesy and consideration will be exercised when informing others unaware of and/or in disregard of this policy.

2.05 Organizers and attendees at special events on campus using Muscogee Nation facilities are required to abide by the policy. Organizers of such events are responsible for communicating the policy to attendees and for enforcing the policy.

2.06 This policy is directed for the Tribal Capital Complex and does not impact policies already in place by the Department of Health or the College of the Muscogee Nation or any other agencies who already have policies in place.

**REPORTING PROCEDURE**

3.01 A complaint against an offender, who fails to respond to a request by another, as noted in this policy, may be referred to a cabinet member, a manager, or other unit leader, or to the lighthorse by completing an official signed complaint. Appropriate correction action should be taken for an offender. A warning notice shall be placed in an employee's file and a warning notice should be filed with lighthorse for offenders who are off-campus visitors.