



Licensing Division - Investigations Department

**Publication B**

**Non-Key Vendor Occupational License Holder Rules & Standards**

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**Purpose**

This publication establishes the rules, expectations, and standards governing individuals who hold a valid Non-Key Vendor Occupational License issued by the Forest County Potawatomi Gaming Commission (“Commission”).

All license holders are responsible for maintaining compliance with these requirements at all times while on Gaming Enterprise property or acting in an official vendor capacity.

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**1. Required Conduct**

Proper Use of License

- Use the license solely for identification as an authorized Non-Key Vendor Occupational License holder.
- Present the license, along with additional identification if requested, to any authorized official upon request.

Visibility & Identification

- Wear the license in a clearly visible location at all times while on duty and conducting authorized vendor work.
- If issued a digital license have the ability to show it upon request.

Access & Movement

- Utilize designated public/patron entrances and exits when accessing Gaming Enterprise property unless otherwise authorized.

Dining Privileges

- May access all public dining venues within the Gaming Enterprise.



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### Safeguarding Credentials

- Maintain control and security of the license at all times.
- Immediately report any lost, stolen, or damaged license to the Licensing Division.

### Replacement Responsibility

- Pay all applicable replacement fees unless otherwise covered by the employer.

### Employment Status

- Return the license to the Licensing Division immediately upon termination of employment associated with the license.
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## **2. Prohibited Conduct**

### Legal & Regulatory Compliance

- Violate any federal, state, tribal laws, regulations, or local ordinances while on Gaming Enterprise property.

### Gambling Restrictions

- Engage in any form of gambling:
  - While on duty
  - While conducting vendor-related work
  - During any period of suspension or investigation
- Gambling is otherwise permitted only when off duty and not restricted.

### Unauthorized Use of License

- Wear or display the license when not performing official vendor duties.
- Access restricted or “back-of-house” areas without authorization or operational need.

### License Validity

- Continue using or presenting the license after termination from the associated employer.
- A license is invalid immediately upon employment separation.

### Fraudulent Activity

- Copy, duplicate, alter, or fabricate a license in any manner.



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### **3. Misuse of License**

Misuse of a Non-Key Vendor Occupational License is strictly prohibited and subject to investigation. Violations may result in disciplinary action, including suspension or revocation of licensure. All suspected misuse will be investigated by the Commission.

Examples of Misuse Include (but are not limited to):

- Using the license for personal gain or preferential treatment;
  - Allowing others to use or possess the license;
  - Lending, transferring, or sharing the license;
  - Misrepresenting authority or impersonating officials;
  - Creating real or perceived conflicts of interest;
  - Any inappropriate use inconsistent with Commission rules or internal controls.
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### **4. Enforcement & Compliance**

Failure to comply with these rules may result in:

- Immediate removal from Gaming Enterprise property;
  - Suspension or revocation of license;
  - Additional administrative or legal action as determined by the Commission.
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### **5. Contact Information**

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