

## Enrolling and completing Newmont's human rights training

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### Purpose

The purpose of this work instruction is to provide guidance on how to complete Newmont's human rights training for suppliers.

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### Background

The online human rights training aims to:

- Introduce you to Newmont's expectations for supplier performance on human rights
- Provide an overview of labor rights in the context of international frameworks and expectations
- Provide additional information, resources, and tools to help you identify and plan to address possible issues connected with your activities

For the training to be most effective, it should be rolled out to all employees who provide goods and services for Newmont and have access to a computer and email address.

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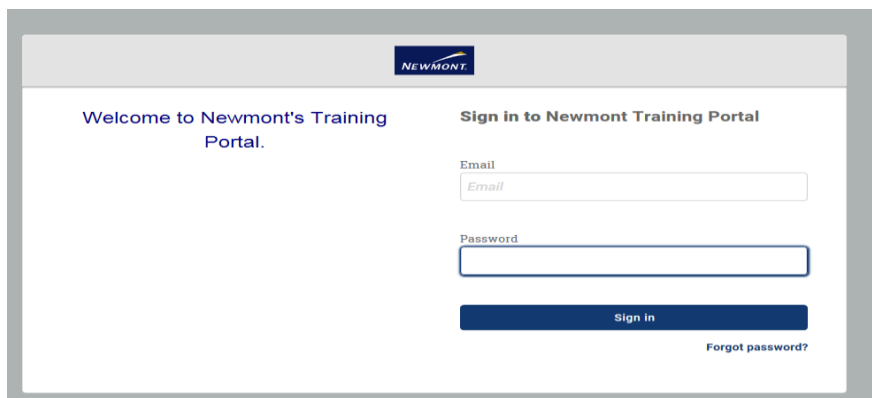
### When to use this Job Aid

You will be notified by Newmont that you and your employees that provide good or services to Newmont are required to undertake the human rights training.

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### Procedure Steps:

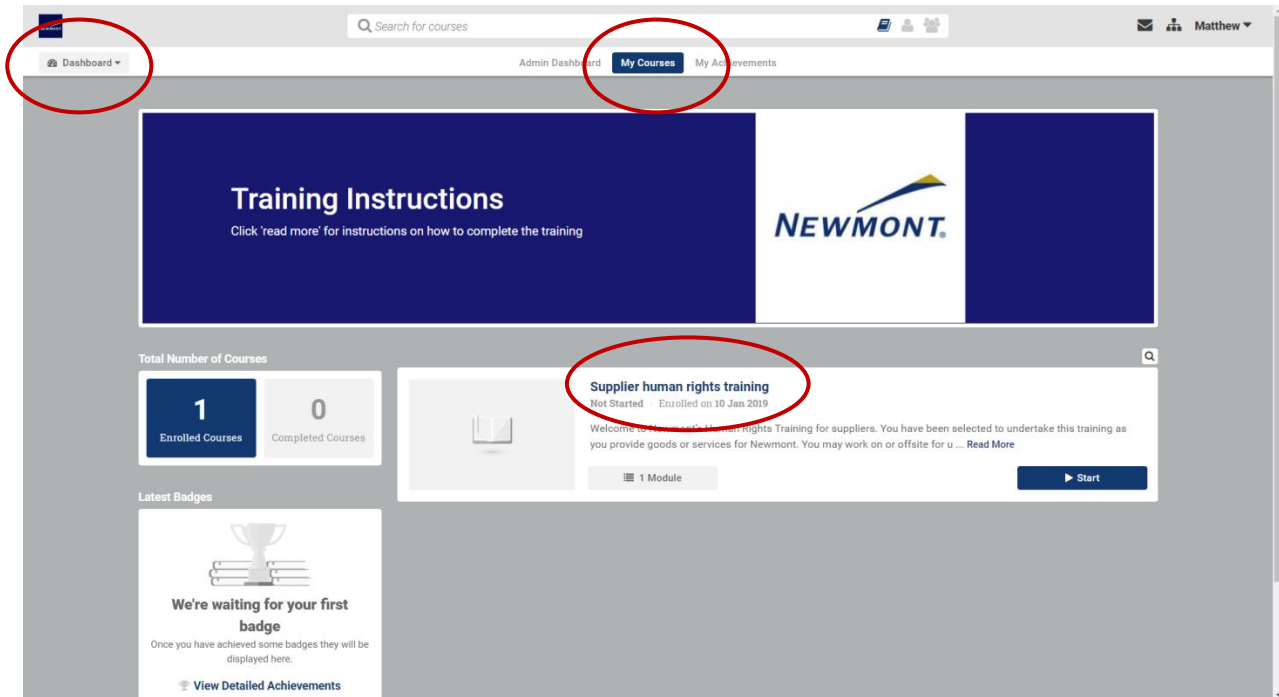
1. Your email address has been provided to Newmont to allow you to access the online human rights training
2. You will be sent a link from LearnUpon asking you to set your own password
3. Once you have done this, you can log in:



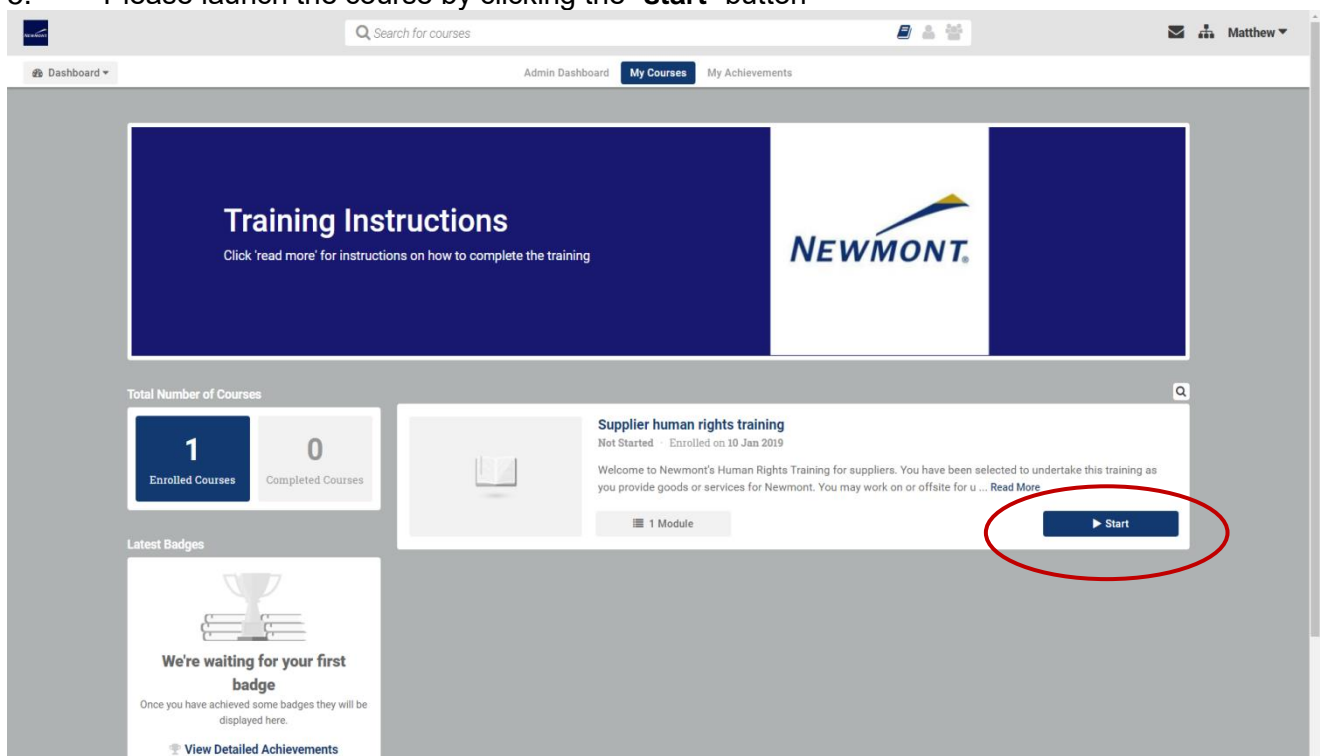
The screenshot shows the Newmont Training Portal sign-in page. At the top left is the Newmont logo. The page is titled "Welcome to Newmont's Training Portal." and "Sign in to Newmont Training Portal". There are two input fields: "Email" and "Password". Below the "Password" field is a "Sign in" button. At the bottom right, there is a link for "Forgot password?".

## Job Aid: Newmont Supplier

4. Once you have logged in, you will see the Supplier human rights training on your dashboard as shown

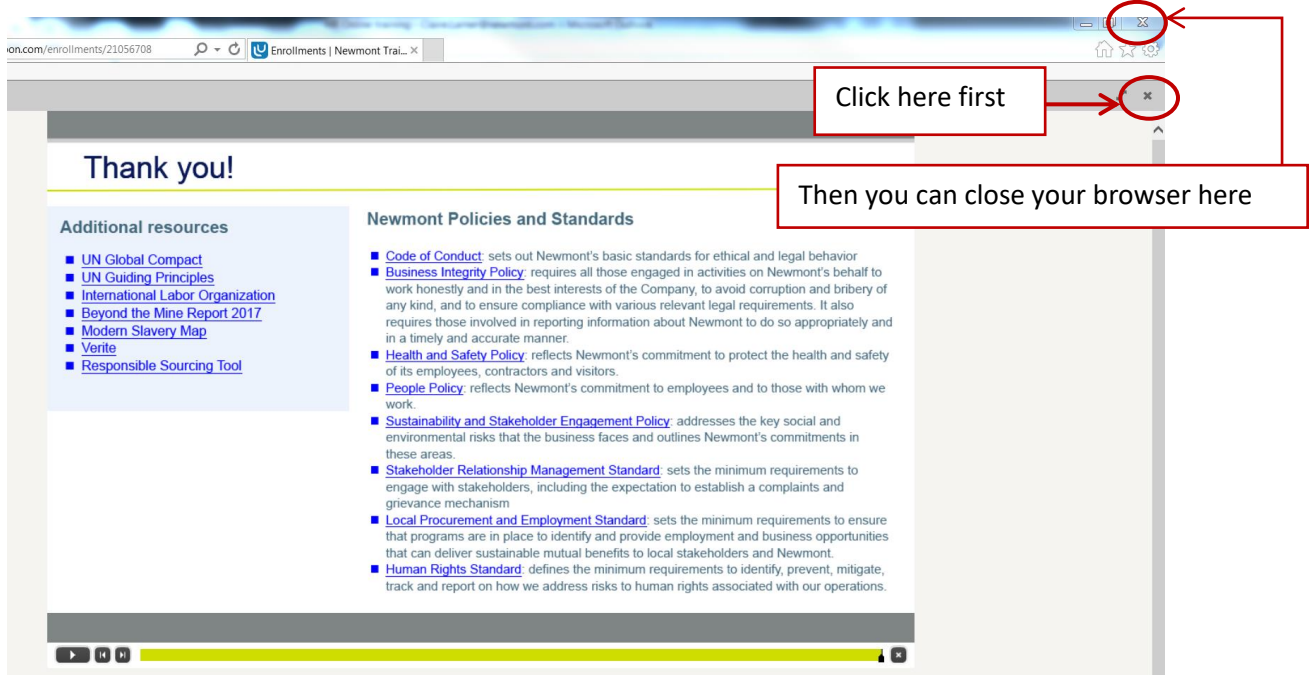


5. Please launch the course by clicking the “start” button



## Job Aid: Newmont Supplier

6. Complete the course as instructed.
7. When you have finished the course, click on the “x” in the upper-right hand corner of the *training window* (not the browser). If you close your browser first, the system will not log this course as completed.



8. Your completion of the course will be registered and you do not need to take further action.