



Enrolling and completing Newmont's human rights training

Purpose

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

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.

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.

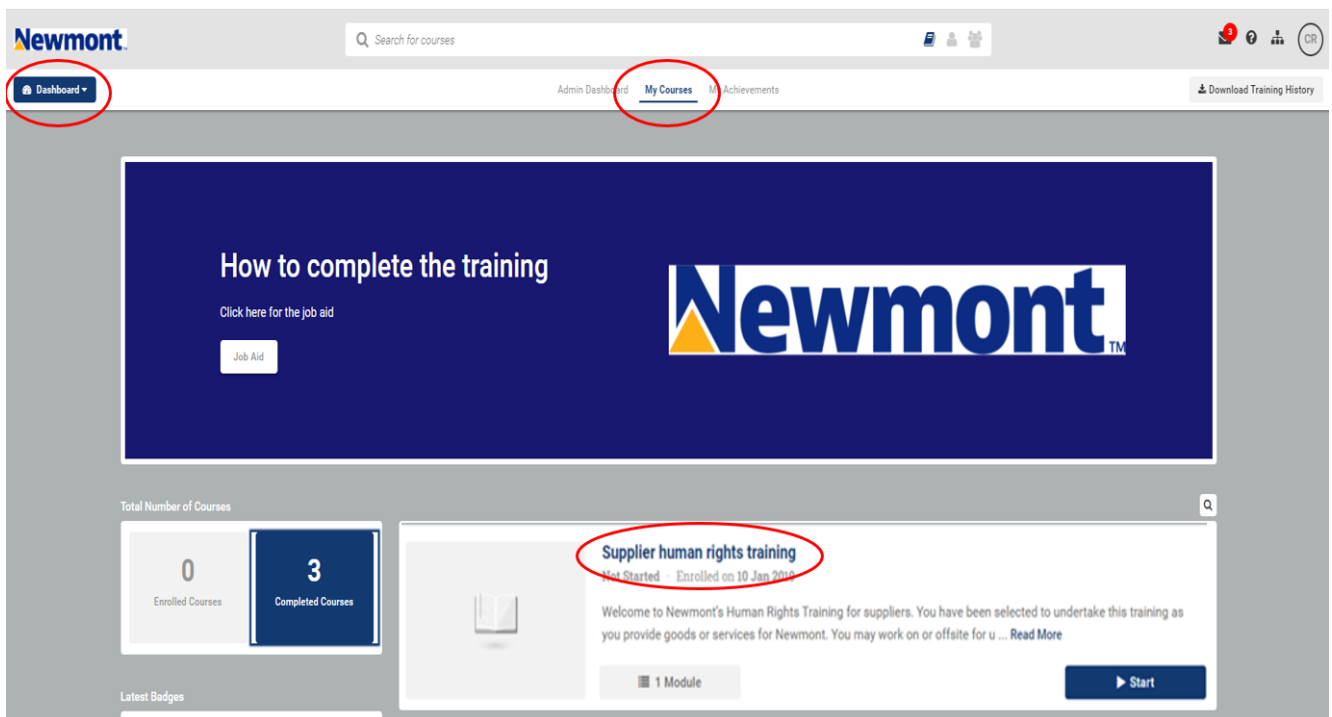
Procedure Steps:

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:

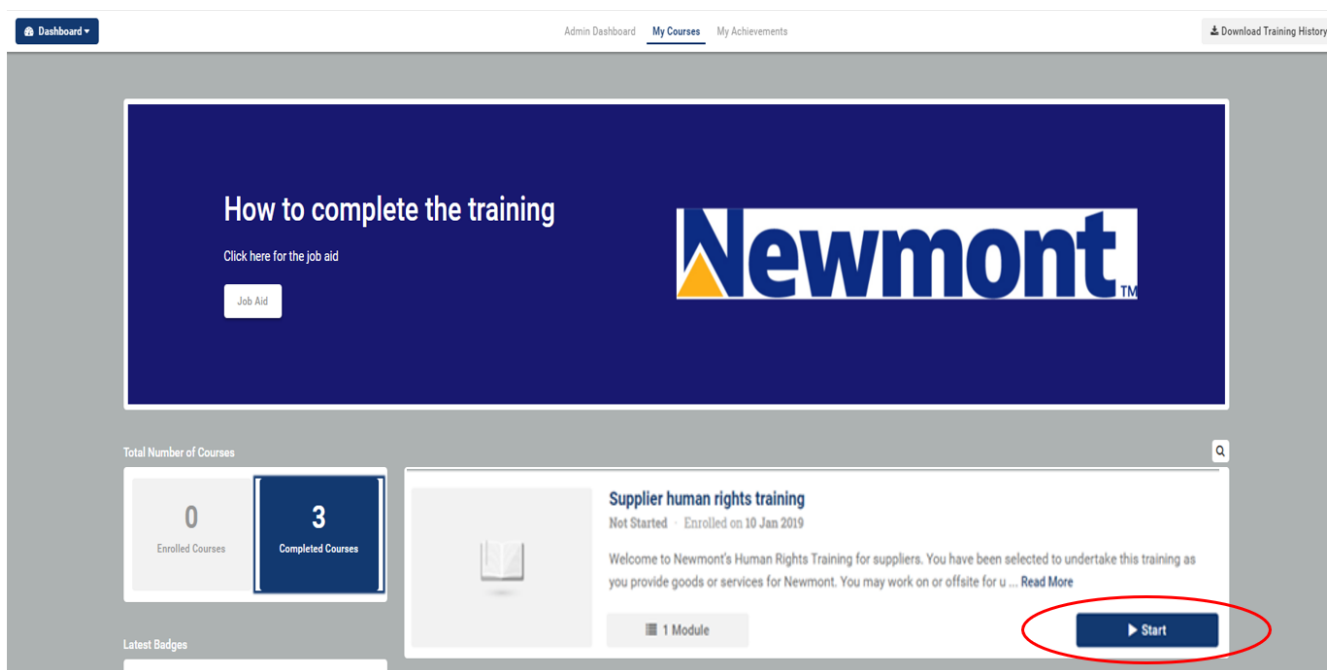
A screenshot of the Newmont Training Portal login interface. At the top, there is a grey header bar with the Newmont logo. Below the header, the page is divided into two main sections. On the left, it says "Welcome to Newmont's Training Portal." in blue. On the right, it says "Sign in to Newmont Training Portal" in bold. Below this, there are two input fields: one for "Email" and one for "Password". Both fields have placeholder text that matches the label. Below the password field is a blue "Sign in" button. At the bottom right, there is a link that says "Forgot password?".

Newmont	
Welcome to Newmont's Training Portal.	Sign in to Newmont Training Portal
Email	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Sign in"/>	
Forgot password?	

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

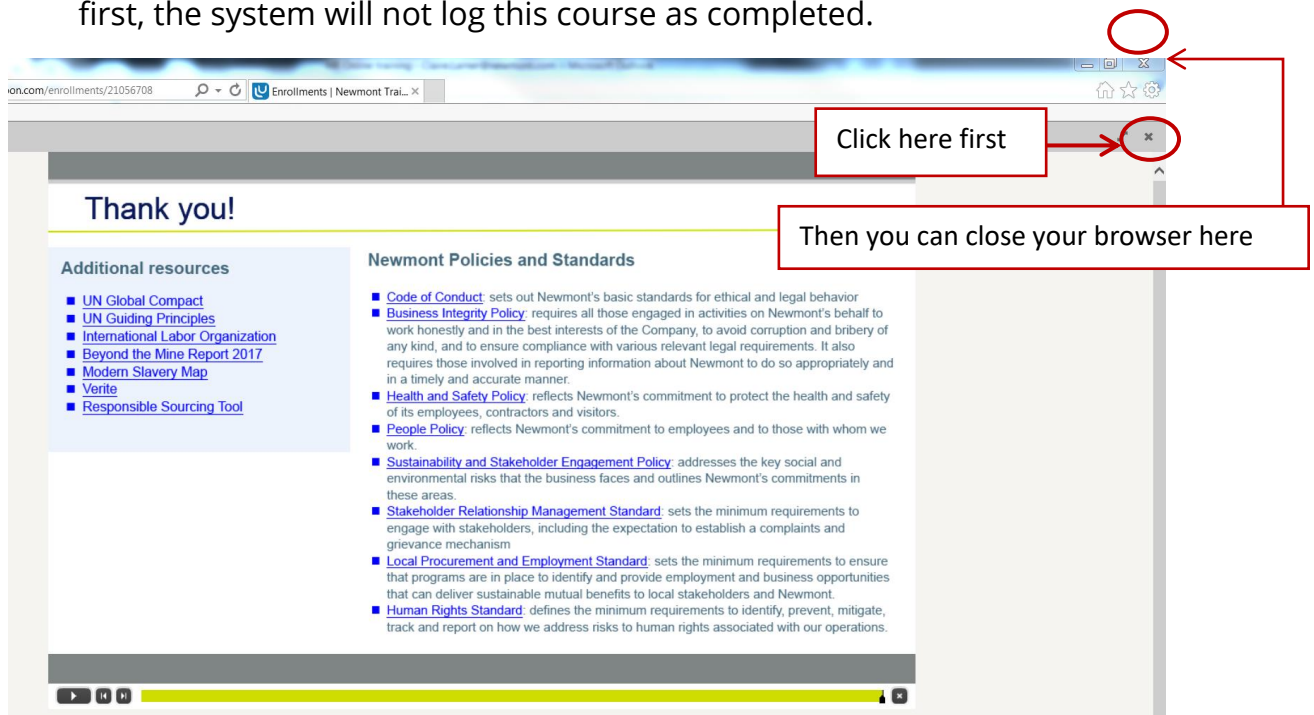


5. Please launch the course by clicking the “**start**” button



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.