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## Employment Standard

### Purpose & Objectives

The purpose of the Employment Standard (the “Standard”) is to establish employment practices for Newmont which uphold and promote Newmont’s values including our commitment to sustainable development, respecting fundamental human rights, promoting equal employment opportunities, global inclusion and diversity and maintaining a workplace free from corruption, discrimination, harassment and retaliation.

It applies to all terms and conditions of employment including but not limited to recruiting, hiring, promotions, reassignments, and terminations. This Standard must be executed in alignment with the Global Inclusion and Diversity Standard, Local Procurement and Employment Standard, Standard of Conduct and Non-Discriminatory Treatment in Employment and Conflict of Interest Standard.

### Scope

The scope of this Standard is global. It applies to all directors, officers and employees of Newmont Corporation (NC) or any entity that is controlled or managed by NC (together with NC, “Newmont” or the “Company”). In addition, where explicitly stated in an applicable contract, it may apply to Newmont’s contingent workers, vendors, contractors, and other types of business partners. It is applicable to all sites and in all phases of the mine life cycle including exploration, design, construction, operation and closure.

### Content

#### 1. Sourcing

Newmont seeks to recruit, hire, place and promote Qualified Applicants and employees without regard to personal characteristics such as gender, gender identity, gender expression, race, nationality, ethnic, social and indigenous origin, religion or religious belief, disability, age, sexual orientation or any other characteristic protected by applicable law.

- 1.1 Referrals: Employees are encouraged to share employment opportunities with potential Applicants and refer individuals for employment consideration. Newmont will thoughtfully consider all Qualified Applicants. Newmont will not hire those individuals whose hiring would confer or appear to confer a direct benefit to Newmont through the individual’s connections with governmental or non-governmental organizations, unless the Applicant otherwise meets the criteria of a Qualified Applicant.
- 1.2 Local Employment: Newmont will hire, transfer and promote Qualified Applicants and Employees according to the defined job requirements and business needs, and in line with the Local Procurement and Employment Standard.

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- 1.3 Diverse Candidate Sourcing: Newmont will utilize recruiting sources and/or tactics that align with the requirements of the position and provide access to a diverse pool of Qualified Applicants.
- 1.4 Expatriate Assignments: Where necessary and according to business needs, Newmont will employ qualified individuals on expatriate assignment in compliance with the local employment plan and objectives, as well as applicable laws.
- 1.5 Employment of Minors, Forced and Bonded Labor: In line with ILO Convention 29 on Forced Labour and ILO Convention 138 on Minimum Age, we prohibit the use of child, forced or bonded labor.
- 1.6 Transparency: Newmont will make every effort to communicate available job opportunities. However, in certain circumstances Newmont may choose not to post a position. These circumstances may include planned succession, placement of an employee impacted by job elimination, or restructuring.
- 1.7 Acknowledgement: Newmont will make every effort to acknowledge receipt of all applications received, regardless of the method in which the application was submitted. Resumes or applications submitted electronically through our careers website will receive an email message with confirmation of the application.

## 2. Interviewing and Selection

- 2.1 All interview and selection processes will be conducted in a safe, professional and transparent manner and in compliance with applicable laws and with consideration for local customs.
- 2.2 In cases where a perceived Conflict of Interest arises, including situations where the interviewing candidate is a family member, significant other or a close personal friend of a member of the interview or selection committee, the committee member will immediately inform HR and/or their manager and recuse themselves from the interview and selection process. Additionally, applicable regional requirements and practices will be followed accordingly.
- 2.3 All selected candidates must be interviewed and/or complete a screening process prior to an offer of employment.
- 2.4 Individuals will be selected based on their qualifications for the position taking into consideration Newmont's commitments to local employment and applicable laws.

## 3. Referencing and Employment History Verification

Employment history and authorization to work will be verified in every hiring circumstance.

- 3.1 Work Authorization: Legal authorization to work will be verified before any offer of employment is extended or as otherwise required by law. There is also an exception to this practice where an employee requires a Visa or other documentation to work in a certain locale. In such circumstances, a job offer may be made, but the Applicant will not commence work until the necessary documentation is obtained.

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3.2 Background Checks: All Applicants are subject to background checks as appropriate for the requirements of the job. Background checks will be conducted/verified through legitimate and appropriate means and performed in accordance with applicable law.

#### 4. Onboarding

All new hires will receive mandatory training in areas that support the accomplishment of Newmont's goals and objectives including but not limited to safety, ethics and compliance, policies and standards, and where appropriate, specific training for the defined job requirements. Where local standards require, candidates will also acquire job specific training certifications.

#### Definitions

Applicant – Broadly defined, an applicant is anyone who expresses interest in a position by submitting an application or resume despite their qualifications or fit for the particular position requirements.

Candidate – A Qualified Applicant who has been presented to the hiring manager for consideration and/or anyone who has been interviewed for a specific, open position.

Conflict of Interest – A Conflict of Interest occurs when an Employee's personal self-interest interferes – or even appears to interfere – with the interests of Newmont. Also see the Business Integrity Policy and Conflict of Interest Standard.

Employee – A person who is directly on the employee payroll of a Newmont entity.

Minor – any individual under the age of 18.

Referral – An Applicant suggested by a Newmont employee who has specific/first-hand knowledge of the experience and character of the Applicant. The submission of suggested Applicants must meet all related Eligibility Requirements as set out by country/ region specific guidance.

Qualified Applicant – An Applicant who meets the minimum requirements of the position.

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### **References**

Business Integrity Policy  
Conflicts of Interest Standard  
Global Inclusion and Diversity Standard  
Standard of Conduct and Non-Discriminatory Treatment in Employment  
Compensation and Benefits Standard  
Local Procurement and Employment Standard  
People Policy  
Talent and Performance Management Standard  
ILO Minimum Age Convention (Please reference: ilo.org)  
Human Rights Standard

### **Document Control**

<b>VERSION #</b>	<b>AUTHOR</b>	<b>APPROVER</b>	<b>APPROVAL DATE</b>
1.0	Bill MacGowan	Policy And Standards Committee	10/9/14
2.0	Bill MacGowan	Global Governance Committee	01/18/19
3.0	Jennifer Cmil	Global Governance Committee	11/22/2019
3.1	Jennifer Cmil	Global Governance Committee	2/25/2020

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