

BGIS Contractor Management System: Avetta EmployeeGUARD and Individual Worker Compliance

You are receiving this notice you have been identified as an active BGIS vendor, supplier or contractor. Avetta has made several attempts to contact your organization via phone and email over the past few months to assist you through BGIS mandated subcontractor prequalification process.

It is imperative that you register with Avetta and prequalify before end of the year, as this is the *first step* to achieving compliance with BGIS and client requirements at a company-level.

Your company will not be able commence Worker Registration (detailed below) until you have registered your Company with Avetta.

You need to register your Company with Avetta by the **30th November 2018**.

Link to BGIS Company Prequalification Land page

<http://pages.avetta.com/BGIS-APAC-EmployeeGUARD.html>

BGIS is announcing today we are taking the *next step* in our commitment to health and safety by adding Avetta's EmployeeGUARD service. EmployeeGUARD will be the portal for individual workers to complete BGIS and Client's **inductions, assessments, qualifications and competency validations, documentation acknowledgment and account or project specific requirements**.

The outgoing Learning Management System (ELMO) will be discontinued from 5th January 2019 and each of **your individual workers will be required to demonstrate compliance to work at a BGIS client site in Avetta EmployeeGUARD**. Please follow the steps below in order to maintain compliance.

Three Steps to Worker Compliant Status

Step 1 Worker Registration:

- ✓ Review the worker profiles created by BGIS on your behalf, based on current induction completion records (induction currency dates have been transferred to Avetta EmployeeGUARD);
- ✓ Report back to Avetta by January 5th 2019 on any worker profiles that need to be DELETED, if they no longer work for you;
- ✓ Register any additional workers performing onsite work at BGIS client sites.

As discussed during our compliance roadshows in July 2018, Vendor Companies will be charged a nominal fee of \$18 per annum for each worker that is validated via Avetta EmployeeGUARD.

Step 2 Site and Service Type Assignments:

- ✓ Assign each worker to the appropriate BGIS site(s), to ensure compliance requirements are assigned accordingly.
- ✓ Each worker will login and complete assigned requirements to ensure continued compliance for site access.

Your HR Manager or another centralised administrative function may be able to complete some of the requirements on the worker's behalf (such as licenses, competencies, etc.).

Step 3 Requirement Completion: **Deadline January 5th 2019:**

- ✓ Ensure registered workers complete all inductions, assessments, qualifications and competency validations, as per the assignments in their Avetta EmployeeGUARD profile.

If someone else in your organization is going to be the admin user for EmployeeGUARD, send an email to egsupport@avetta.com with the following details:

- Full Name, Title
- Email Address, Direct Phone Number

For additional support, please contact the Avetta on 1-300-620-804 or the BGIS Customer Service Centre on 1800 234 512.

We look forward to working together with you in delivering the next big step in best-in-class health, safety, environment and quality management in the supply chain!

Dan Carpenter
Director – Operations Support Services

BGIS

apac.bgis.com