

## **Register Now** Workforce Management

Dear Company,

At Rio Tinto, caring for each other is one of our values. It is part of who we are and the way we work, every shift, every day. Nothing is more important than the safety and wellbeing of our employees, contractors and communities.

As a registered Rio Tinto Copper supplier in Avetta Connect, you're required to register your workers in the Rio Tinto Workforce Management system by November 30<sup>th</sup> 2023 to ensure their access to site is not interrupted. This will include subcontractors working under your company.

The system is managed on behalf of Rio Tinto by Avetta, and provides a platform to manage the compliance, qualifications, and training requirements of your workers.

To register your workers, create a profile for each worker from your business. Please find and follow the instructions below.

[Register Now](#)

### **Step 1 > Log into Connect**

After logging into [Connect](#), click the Workers tile on the left-hand menu, then click the Workforce Management AUS button.

If you don't immediately see the Rio Tinto Copper tile, click on the Add or Remove Portals button and select the Rio Tinto Copper tile.

### **Step 2 > Create workers**

From your dashboard, select Manage Roles and then Add New Employee.

Upload a profile picture for your worker, and enter and save each worker's personal contact details, address, phone and email address. Ensure you use their own personal email address and mobile number.

If your worker already exists, simply click on their profile.

### **Step 3 > Select a site and role/s**

Select Add Site and choose the site your worker will be attending (ie RC – Winu).

Select All Roles, then Add New Role and choose the role/s that best represent the work that will be performed for Rio Tinto.

### **Step 4 > Upload documents and book inductions**

Role selections determine the competency documents (e.g. licences, certifications) you'll upload in the system. You may also be asked to book online inductions which are required to access site.

If inductions are required, each worker will be sent their login details and a link to access the learning system.

Avetta will validate the documents you've uploaded during registration, and you will receive an email when the workers profile has been approved.

### **Step 5 > Workforce Mobile Application (optional)**

While not mandatory, you can choose to invite your worker to join the Workforce Mobile Application. In here, workers will see their digital card and can check their readiness for site. They will also be able to complete online training courses and, later this year, will be able to renew their own expiring documents.

To invite your worker, you must first receive the email confirming your worker has been approved. Then select Manage Employees, select the workers profile and then select Invite to Workforce Mobile App. The invitation will be sent via SMS from Avetta (+61 481 607 840) to the phone number recorded against the worker's profile.

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### **Help and Information**

If you have questions or require additional training or support, please feel free to contact the Avetta Customer Service team at 1300 544 934 or email [mining@avetta.com](mailto:mining@avetta.com).

You can also visit the [Rio Tinto Copper Workforce Management information page](#) that includes FAQs.

Thanks for your cooperation!