

## **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 Iron Ore supplier in Avetta Connect, you're required to register your workers in the Rio Tinto Workforce Management system. 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: Create Worker Profile(s)**

- Log into [Avetta Connect](#) and 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 Iron Ore** tile, click on the **Add** or **Remove Portals** button and select the **Rio Tinto Iron Ore** tile.
- From your dashboard, select **Manage Roles** and then **Add New Employee** to add each worker's details.
  - If your worker already exists, simply click on their profile.

### **Step 2: Assign Site(s)**

- Find the employee on the "**Employees Available**" list, click their name, click **Continue**, then click **Add Site** and select the relevant Rio Tinto Iron Ore site(s) to associate your worker.

### **Step 3: Assign Role(s)**

Click **All Roles**, then click **Add New Role**.

A minimum of two roles are required for each worker.

1. Site Role - this will be automatically assigned based on your site selections
2. Area Role (eg fixed plant, substation) – only where required
3. Work Role(s) that best cover the work being performed on site

### **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 you are booking inductions, the worker will be sent a link and login details.

Avetta will validate the documents you've uploaded during registration.

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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 Iron Ore Workforce Management landing page](#) that includes FAQs.

Thanks for your cooperation!