

CONTRACTOR ONBOARDING INFORMATION  
August 2023

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## Welcome / Introduction

Thank you for joining Freeport-McMoRan (FCX) as a Contractor. We are looking forward to working with you! This information will help guide your onboarding process and set expectations for a successful experience with the company. Please review this information thoroughly.

### **About the Company**

Freeport-McMoRan is a leading international mining company with headquarters in Phoenix, Arizona. We operate large, long-lived geographically diverse assets with significant proven and probable reserves of copper, gold and molybdenum. Our portfolio of assets includes the Grasberg minerals district in Indonesia, one of the world's largest copper and gold deposits, and significant mining operations in the Americas, including the large-scale Morenci minerals district in North America and the Cerro Verde operation in South America.

Around the world, the safety and health of all employees is our highest priority, and we believe our greatest strength is our people. We strive for, promote and foster a workplace where everyone feels a sense of belonging, is treated with respect and their opinions are valued. We also conduct our operations in a manner that minimizes adverse impacts on the environment and supports protection of the ecosystems through responsible environmental stewardship.

All Contractors and their employees and subcontractors must follow all FCX policies and procedures, including both the Business Partner Code of Conduct (Code) and associated policies, and the Contractor Health, Safety and Environmental Manual. Based on our Principles of Business Conduct, the Code sets forth expectations for our business partners, including contractors, in areas such as safety, human rights, anti-corruption, community and environment. Contractors are expected to abide by the law and conduct business according to the Code, even if local customs or practices differ from standards in the Code. Please review the Code in its entirety to understand the company's core values and how they apply to daily business decisions and actions.

We expect our contractors to make ethical decisions, which requires a commitment to do the right thing regardless of the cost and to act consistently with and apply the Code and our values each day. All violations of the Business Partner Code of Conduct, suspected or actual, may be reported through one of the resources outlined in the Code. As highlighted in the Code, the FCX Compliance Line is available to all contractors, contractor employees and subcontractors 24 hours a day, seven days a week to report incidents or other concerns that raise legal or ethical concerns. Contractors can remain anonymous but must identify themselves as a Contractor.

- Email the Freeport-McMoRan Global Compliance team at [compliance@fmi.com](mailto:compliance@fmi.com)
- Contact the Freeport-McMoRan Compliance Line via phone at 800-295-6783
- Contact the Freeport-McMoRan Compliance Line online
  - [fcxcompliance.ethicspoint.com](http://fcxcompliance.ethicspoint.com) or
  - Scan the QR Code below



FCX will not tolerate retaliation against any contractor for raising a question or concern about the Company's business practices in good faith, or for using the FCX Compliance Line or cooperating in the investigation of such a concern. If you believe you have experienced any retaliation because you raised a question or a concern or participated in an investigation, you should report that concern immediately using one of the methods outlined above.

**Please note:** This document and those referenced throughout can be found on FCX's Supplier [Public Portal](#) website.

### **Involved Parties / Points of Contact:**

The following roles are the parties involved in the onboarding process and referred to throughout this document:

**Contractor:** A Contractor is the party that executes the agreement supplement on behalf of FCX. This includes its employees and all its subcontractors and their employees, who perform services for FCX and its subsidiaries.

**FCX Project Manager:** Project Manager or FCX Responsible Party is the FCX employee who has oversight for the services being performed and/or responsibility for managing the project on behalf of FCX.

**Contract Controls Specialist (CCS):** Contract Controls Specialist and/or Contract Administrator is the FCX Global Supply Chain employee who manages the contract with the Contractor on behalf of FCX. They manage the Contractor relationship as well as conformance with, and adherence to the contract documents. CCSs may refer to FCX's Contract Administration System (CAS), which is a custom application to manage contractual documents, assign service orders and receive Contractor invoices.

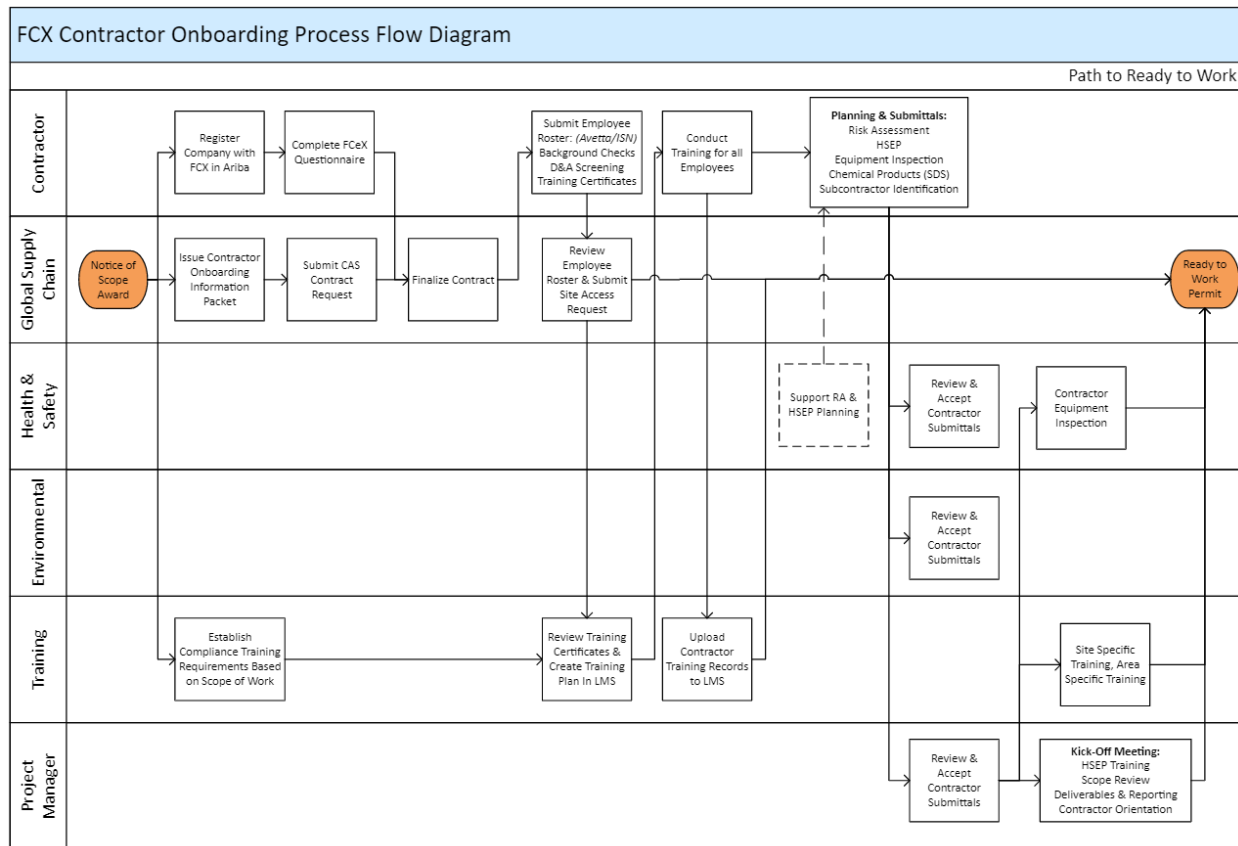
**Health, Safety and Environmental Departments:** The FCX Health and Safety Department and site Environmental Representatives periodically audit Contractor performance and adherence to the provisions of this manual, project specific Health, Safety and Environmental Plan (HSEP), and company policies and regulations. In collaboration with the Project Manager, Contract Controls Specialist and Contractor, FCX Health and Safety and site Environmental Representatives may present and/or provide project-relevant health, safety, and environmental topics for discussion. FCX Health and Safety and site Environmental Representatives may also provide technical support to the FCX Project Manager as requested or needed.

**Training Representative:** Subject matter experts on the training requirements for working at FCX's mine sites and operating locations. They assist in identifying all relevant training requirements related to a scope of work.

## [Onboarding Process Overview](#)

The onboarding process begins when a Contractor is selected and receives a Notice of Scope Award and ends when the Contractor is issued a Ready-To-Work Permit. The Ready-to-Work Permit validates that

all required registration, training and documentation have been completed by the Contractor and reviewed by FCX. The various steps that need to be completed for successful onboarding, as well as the responsible party, are shown in this [process flow diagram](#):



The above process flow should be used as a guide to identify the steps, order and assigned responsibilities when onboarding your company with FCX. Throughout the process, please work with FCX to expedite the process as much as possible. If you have any questions, contact the FCX Global Supply Chain professional who sent you this information.

The following tasks must be completed by the Contractor prior to receiving the Ready-to-Work Permit. On-site work cannot begin until the Contractor receives the Ready-To-Work Permit.

- ❑ Complete registration in SAP Ariba. The Supplier Registration Steps section of this document outlines the process to complete this registration.
- ❑ Complete the Freeport Compliance eXchange (FCeX) online due diligence questionnaire . Refer to the instructions contained in the automated email message sent by FCeX.
- ❑ Sign and return the final contractual documentation.
- ❑ Submit site access request form for all employees needing access to a FCX site or property. The Employee Requirements & Site Access Request section of this document outlines the process to complete this form.
- ❑ Conduct safety compliance training per FCX’s standard compliance training requirements. The Training Requirements section of this document identifies all compliance training

requirements as well as how a Contractor should certify that their workers are trained per those requirements.

- This includes copies of specialized licenses, training certificates and current refresher documentation for all employees on project (e.g. MSHA, HAZWOPER, CDL, electrical license, asbestos, task training, etc.)
- Current environmental certifications (as applicable):
  - Training certifications (e.g. RCRA, DOT shipping, etc.)
  - Asbestos certifications
  - Certifications for the service, repair, and disposal of ozone depleting refrigerants
- Complete pre-work planning forms and submit them to FCX for review and acceptance:
  - Health, Safety and Environmental Plan and Risk Assessment. The HSE Plan and Risk Assessment section of this document outlines the process to complete these documents.
  - Equipment inspections and certifications (in conjunction with FCX H&S)
    - Current DOT certification/inspections of equipment being used on project (e.g. dump trucks, drill rigs, water trucks, etc.)
    - Mobile/heavy equipment inspections for proposed work (e.g. trucks, skid steer, crane, forklift, dozer, drill rig, ATV, etc.)
  - Subcontractor identification and pre-qualification
  - Safety Data Sheets for all chemicals/products that will be used for work activities submitted and approved to be on-site ([Material Request Approval Process](#))
  - Acknowledgement that proper PPE has been provided to all employees and respirator fit testing has been completed (if applicable)
- Complete site training requirements
  - Site/Area Specific Hazard Recognition
  - Site Specific / Area Specific Training
  - Freeport Health, Safety and Environmental Contractor Orientation
  - Kick-off meeting with project manager

After the above steps have been completed, an FCX representative will issue a Ready-to-Work Permit. The Ready-to-Work Permit section outlines this process in more detail.

## Supplier Registration Steps

FCX uses SAP Ariba as a Contractor registration system. You will need to register your company in Ariba to conduct business with FCX. Please follow the directions in the Ariba guide: [SAP Ariba Registration Process Guide](#).

For assistance with this process, please contact FCX's Global Supply Chain Contractor registration team:

- Phone: +1-602-366-7407
- Email: [SM-PHX-SupplierSupport@fmi.com](mailto:SM-PHX-SupplierSupport@fmi.com)

## FCX Policy Compliance

The goal of Freeport-McMoRan is to manage risks to prevent fatalities and other occupational health, safety and environmental incidents and to provide a safe, healthy and respectful work environment for everyone, including Contractors, suppliers, vendors and visitors. All Contractor employees are responsible to work safely and respectfully, to minimize any adverse impacts to the environment, and to immediately resolve any unsafe conditions or observed at-risk behaviors.

Contractors must comply with all FCX Policies and the Contractor Health, Safety and Environmental Manual. Where differences in detail or requirements exist between the manual and a site-specific requirement, the more stringent policy will prevail. Non-compliance with health, safety and environmental requirements may result in work stoppage or removal of a Contractor or its employee(s) from FCX property. Any willful or repeated non-compliance could result in Contractor dismissal.

Regulatory compliance is the responsibility of each Contractor. FCX guidance is not to be construed as superseding national, regional, federal, state and/or local regulations, nor is it a definitive or comprehensive listing or description of the applicable rules and regulations.

- [Business Partner Code of Conduct](#)
- [Contractor Health, Safety and Environmental Manual](#)
- [FCX Anti-Corruption Policy](#)
- [FCX Health and Safety Policies](#)
- [FCX Environmental Policy](#)
- [FCX Human Rights Policy](#)
- [FCX Inclusion and Diversity Policy](#)
- [FCX Social Performance Policy](#)
- [FCX Tailings Management Policy](#)

## Training Requirements

Each Contractor is required to ensure health, safety and environmental training of its employees and subcontractor(s) is maintained and current. All FCX Health, Safety and Environmental compliance training should be conducted using FCX material by an FCX Trainer, authorized 3<sup>rd</sup> party trainer or an FCX certified contractor trainer and be provided before tasks are performed. Training may include the following, as applicable to the scope of work:

- Contractor Facilitated:
  - Regulatory Training (MSHA, OSHA)
  - [FCX Health, Safety and Environmental Policies / Compliance Training](#) (conducted by a FCX certified contractor trainer)
  - Task Training and any other requirements for the project as identified in the Contractor's Health, Safety and Environmental Plan (HSEP)
- Freeport Facilitated (Locate site-specific information by selecting the applicable site page on the [Public Portal](#)):
  - Site Hazard Recognition
  - Site Specific / Area Specific Training

- Freeport Health, Safety and Environmental Contractor Orientation
- [FCX Health, Safety and Environmental Policies / Compliance Training](#)
- Authorized 3<sup>rd</sup> party facilitated:
  - Freeport Health, Safety and Environmental Contractor Orientation
  - [FCX Health, Safety and Environmental Policies / Compliance Training](#)

All individual contractor employee training must be documented and maintained in ISNetwork.

For assistance in updating training records, please contact FCX's Learning Team at [FMIlearning@fcx365.onmicrosoft.com](mailto:FMIlearning@fcx365.onmicrosoft.com).

## Employee Requirements & Site Access Request

All employees or agents of Contractors performing services for FCX will be required to participate in a pre-employment background check and drug and alcohol screening prior to accessing Freeport properties or projects. Specific requirements of these programs are provided in the [Contractor Health, Safety and Environmental Manual](#). All employees must work schedules that are compliant with [the FCX Working Hours & Fatigue Management Policy](#).

## HSE Plan and Risk Assessment

A project-specific Health, Safety and Environmental Plan (HSEP) is a written plan for conducting the work in a safe, healthful, and environmentally friendly manner to protect workers, the public and environment. The plan should describe the project and proposed work; all related hazards / risks and controls, what to do if things go wrong, and the expectations of all involved. All employees, including Contractors, must acknowledge that they have read, understand and will follow the HSEP.

- [HSEP Template](#)

Criteria for amendments to the HSEP may include but are not limited to:

- Changes to scope of work
- Critical control improvements or new methods
- Addition of subcontractors

## Performance Management KPIs

Active performance management is critical to the success of both the Contractor and FCX. Prior to the start of work, your FCX Project Manager will work with you to establish the Key Performance Indicators that will be used to evaluate your performance over the life of the work. Generally, the KPIs will focus on the following areas:

- **Safety Performance:** Total Recordable Incident Rate (TRIR) is the industry standard to measure safety performance. Contractors are required to submit man-hours worked on a monthly basis to be used in this calculation. All incidents must be immediately reported to FCX as described in the Contractor Health, Safety and Environmental Manual (LINK).



- **Environmental Compliance:** Contractors will be measured by audits conducted by FCX’s Environmental team. Contractors also are required to report environmental incidents as described in the [Contractor Health, Safety and Environmental Manual](#).
- **Cost:** Contractors will be measured on cost compliance depending on the T&Cs of your particular contract. In general, cost KPIs are in place to ensure that costs are being controlled and so that the project does not come in over budget. FCX conducts monthly and quarterly cost reporting, and Contractors are expected to provide any relevant cost information.
- **Schedule:** Contractors will be measured on adherence to the defined project schedule. Schedule KPIs are in place to prevent schedule overruns and ensure the project is completed on time.
- **Quality:** Contractors will be measured on quality through audits by the FCX Project Manager. Contractors are expected to deliver high quality work commensurate with industry leading standards. Quality related KPIs will focus on audit findings and any re-work required.
- **Scope Compliance:** Contractors will be measured on the completion level of their assigned scope of work. Change order management KPIs also should be in place to govern assigned scope.
- **Commercial Performance:** Contractors will be measured on their transactional / administrative performance related to invoicing and submittals. Invoices should be submitted per the instructions you receive as part of your Service Order.

## Regular Submittals Overview

The following forms must be submitted regularly to FCX for compliance and reporting purposes:

Form	Frequency
Man-Hours Reporting (TRIR)	Monthly
HSE Incidents	Immediately and monthly
Contractor Compliance Check	Monthly
Drug & Alcohol Policy Compliance	Quarterly
Toxic Release Inventory/Chemical Usage	Quarterly
Fuel Usage	Monthly
Equipment Operating Hours	Monthly
Water Usage	Monthly

## Mobilization and Site Orientation

Mobilization to site can proceed upon completion of the HSEP, Risk Assessment and Contractor-facilitated training requirements.

- Schedule Freeport-facilitated training with local site contacts (Locate site-specific information by selecting the applicable site page on the [Public Portal](#))
  - Site Hazard Recognition
  - Site Specific / Area Specific Training
  - Freeport Health, Safety and Environmental Contractor Orientation
- Receive Access Badges (as applicable)
- Coordinate equipment inspections with local Health and Safety reps (remote and/or in-person)
- Kick-off Meeting with Project Manager

## Ready-to-Work Permit

Once all the requirements described in this guide have been completed, the Contract Controls Specialist will issue a controlled copy of the Ready-to-Work Permit through DocuSign. Once completed through DocuSign, the permit will then route to the applicable FCX representatives for a signature. Work CANNOT begin until a fully completed and signed Ready-to-Work Permit has been issued.

A printed copy of the Ready-to-Work Permit should always be readily available at the work location. The FCX Project Manager and / or HSE Representatives may review the Ready-to-Work Permit as part of regular management and audit functions. Any work being conducted without a Ready-to-Work Permit present will be stopped.

## Project Close Out

Once the FCX Project Manager/Representative has established the project to be complete, a project close-out meeting will be scheduled. This meeting is intended to provide open, honest, and transparent feedback regarding health, safety and environmental performance, adherence to the HSEP, technical ability to perform the tasks, and the capacity to complete the job within schedule and budget. The meeting also allows the consultants and/or contractors to provide feedback on FCX's management of the project (what went well and what could be improved).