ISN: Worker Profile Evaluation Forms		
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Introduction

If you are bringing contractor employees on-site for Freeport-McMoRan, they must be registered in ISN through the Worker Profile Evaluation Forms. Additionally, if your contractor employees are moving from site-to-site you must log these changes through the Evaluation Forms, too.

Getting Started

To access ISN, please go to www.isnetworld.com and select the login button to proceed to the login page. Please reach out to our Customer Service Team on (800) 976-1303 should you have any questions or require further assistance.

ISN Solutions   Our Customers   Events   Newsroom   About   ▾ English   CUSTOMER SIGN UP   LOGIN

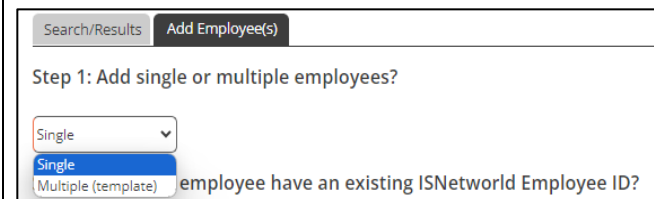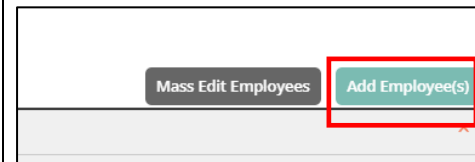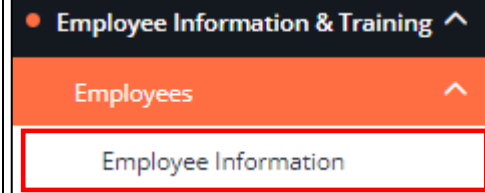## Main Information

Step 1: Find/Create/Transfer Employee in ISN

1. From the ISN Home Page, select **Employee Information & Training**
2. Select **Employees**
3. Select **Employee Information**
4. Search for current employees to avoid duplication
a. If there is an employee record, note ISN Number, move to **Step 2**
5. If there is not employee record in your company database, you will need to create or transfer employees by using the **Add Employees** Button

If an employee has worked for a different company that also uses ISN, you need to transfer their records to your database. Select Yes under question 2. You will need the Employee's ISN ID and their Last Name.

6. If an employee has not been established in ISN, you will need to follow the prompts and ensure you are including **Last Name, First Name** and **Email address** at a minimum

Hint: to view all your employees and their associated ISN-IDs follow the directions below:

1. Click on **Employee Information & Training**
2. Click **Employees**
3. Click **Reports**
4. Click **All Employees**
5. Click **Search** button
6. Export to Excel using the **tray icon**

● Employee Information & Training ^

Employees ^

Employee Information

Mass Edit Employees   Add Employee(s)

Search/Results   Add Employee(s)

Step 1: Add single or multiple employees?

Single
Single
Multiple (template)   employee have an existing ISNetworld Employee ID?

Step 2: Does the employee have an existing ISNetworld Employee ID?

○ No
● Yes

ISNetworld Employee ID *(exists in another account)*   Last Name

ISN-08756180   Search

Step 2: Worker Profile Evaluation Report Creation

1. Select **Company Information**
2. Select **Evaluation Report**
3. Select **Create New Report**
4. Select **Freeport-McMoRan (400-127934)**
5. Select applicable Protocol* (see below)
6. Enter Report Date (date report was created)
7. Click **Save and Begin Evaluation**

Note: it is possible you may need to create multiple evaluation reports for a single employee

*Evaluation Report Key:
1. Onboard Employee to FCX:
Primary Employee Profile Setup
2. Transfer Employee to Different FCX Site
Changes to FCX Org Structure and site assignment.
3.Site Access Termination:
When an employee is terminated from their job/scope at Freeport
4. Project Assignment:
Special project assignment tracking
5. Project Termination:
Reverts contract employee to standard FCX reporting structure
6. System Access Request:
Add FMI Network Access to SAP Profile

Company Information	∧
● Audit/Review	∨
● Company Admin	∨
Competency Verification	∨
● **Evaluation Report**	

+ Create New Report

Create New Evaluation Report

Select Client: Freeport-McMoRan (400-127934)

Select Evaluation Protocol: 1. Initial Contractor Employee Establishment

Report Date: 05/13/2024

Save and Begin Evaluation

Step 3: Populate Evaluation Fields

1. Populate all required data in the Worker Profile fields.
   a. Ensure the **ISN Employee ID** field is accurate as this is a key mapping data point
2. Click **+Save and Send** once all data has been input

If you have any questions on which fields to select, please reach out to your Freeport-McMoRan contact or the Governance Team at contractorgovernanace@fmi.com.

Next page shows the detailed entry panel

ISN Employee ID	06822042
First Name (per Drivers Licence)	Carl
Middle Name (per Drivers Licence)	Edgar
Last Name (per Drivers Licence)	Allen

+ Save   + Save and Send

NOTE: All employees will need the 1st evaluation report completed.

Additional Evaluation Reports are needed for specific situations: transfer, termination, change in position, etc.

FCX Worker Profile – Evaluation Report 1

Why: To create or update a contractor employee profile within the FCX system, and assign an SAP ID.
When: Any time a new or deactivated contract employee needs access to any FCX site. This evaluation report will also need to be completed if there is a change to any pertinent information.

Use the ISN ID # created in Step 1 to start this panel. Make sure to only use the numbers (exclude "ISN-" From the entry).

Make sure the information provided in this section is matching the employee's government ID. Refrain from using nicknames or unofficial names.

Select the position or trade that most closely reflects the employee's role within your company

Use guidance below to complete these selections.

This is the location that the individual is going to be supporting routinely. If you have individuals work at many sites, please select "1899.***

Select the checkbox to make the line optional for individuals who wish to not divulge the information.

Select employment status based on the following guidance:

Intermittent – Worker that visits the site less than 5 days a month
Part Time – Worker is on site ~20 hours on average per week
Full Time – Worker is on site daily during the work week

Indicate years and months of experience in primary position

NOTE: once entered, this timeline will update automatically based on longevity of stay at Freeport

Use guidance below to complete this selection.

			N/A
1. 1. Onboard Employee to FCX			☐
1	Contractor	Employee's ISN ID (Numbers only)	
2	Contractor	First Name (per Government Issued ID)	
3	Contractor	Middle Name (per Government Issued ID)	☐
4	Contractor	Last Name (per Government Issued ID)	
5	Contractor	Suffix	☐
6	Contractor	Month of Birth	
7	Contractor	Day of Birth	
8	Contractor	Employee Home Zip Code	
9	Contractor	Employee Work Schedule	
10	Contractor	Position / Trade	
11	Contractor	Service Type	
12	Contractor	Headcount Addition/Neutral/FCX Supplemental Labor	
13a	Contractor	Access Type	
13b	Contractor	Employee's Email (if E-form selected)	☐
14a	Contractor	Years of Mining Experience	
14b	Contractor	Months of Mining Experience	
15	Contractor	FCX Site Assignment	
16	Contractor	FCX Org/Div/Dept	

***1899 – Freeport McMoRan Corporation (Rover)
When selecting the FCX Site assignment 1899 Freeport McMoRan Corporation (Rover), please consider the following:
- Does this individual stay at one site for <u>most</u> of the time, and visit other sites periodically? **Not** a rover
- Will this individual work at one location for a significant number of days before going to a different site? **Not** a rover
- Does this individual regularly travel between 2 or more sites within a 14-day period? **Rover**
-

11	Contractor	Service Type	⌄
12	Contractor	Headcount Addition/Neutral/FCX Supplemental Labor	⌄
13a	Contractor	Access Type	⌄
13b	Contractor	Employee's Email (if E-form selected)	☐

Only provide email address of employee if they need access to FCX e-forms

If no access to E-Forms is needed, select NA box

Service Type

Bulk Materials Delivery - Vendors that are on-site delivering materials or transloading materials to be delivered to another part of the operation, Examples Acid, Lime, Fuel.
Down-Day Support (<5 Days on site) – Contractors that are coming to site short duration outage providing both maintenance and operational support
Engineering Consultant - Engineering firms or contractors that supply a very specific set of core work capabilities or areas of expertise.
Equipment Rebuilds - Normally these are on site haul truck, drill/shovel rebuilds /assembling the equipment, fixed plant equipment rebuilds, etc.
Facilities Services – Contractors that provide services to our facilities, i.e. Cleaning Services
Maintenance Services - Contractors that perform maintenance activities.
On-site Inventory (Store of Binstock) - Activity related to a vendor-operated facility or bins that is on site and provides products such as Tool, Safety supplies, auto parts, Binstock etc.
Operations Support - Contractors that perform operational activities.
Outages (>5 days on-site) – Contractors that are coming to site for long duration outages providing both maintenance and operation support.
Projects/Construction - Large construction projects, outages, or a project that will have a defined start and end time.
Townsite - Those that work solely inside the townsite.

Headcount Addition

Providing Supplement Labor to FCX – Contractor is asked to provide labor to supplement FCX headcount in a specific area
Replacement/Turnover – Backfill contract employee that has left a role at a FCX site.
Additional Headcount for new SOW - Contractor is asked to increase headcount normally based on an increase in work scope.
Comment Box: Please provide a description of the reason for headcount; if it is for a project, provide name of project, if it is for FCX supplemental labor provide the department. Example: Supporting Mill Operations Employee, Mine Shop Tire Pad Project, If they are a Rover, please provide the sites they will be supporting.

Access Type

E-Form Submittal Only – Account needed when access to Digital Forms on FCX Enterprise Workspace (EWS)
Badge and E-Form Submittals – Will be on site routinely and requires access to Digital Forms on EWS
Badge to Access Site – Will be accessing the property to perform work only and not require any access to FCX materials that are not on the ISN platform.

| 16 | Contractor | FCX Org/Div/Dept | ⌄ |

Organization / Division / Department (Org / Div / Dept)
Select the combination that best matches the work the contract company will be supporting onsite. The list is long so please consult your Freeport Project Manager to ensure you are making the correct selection.

Org Units
Mine - is the part of the operation where the Ore is extracted for the ground, we reference this as Drill, Blast, Load and Haul.
Processing – is the part of the operation where the Ore will make its way into a facility to extract the Cu or Mo
Maintenance Services – is part of the organization that provides maintenance support for the operation.
Administration – is part of the organization that provides support to the operation, some of which is technical in nature.
Smelting – Is a downstream process that takes the Copper Concentrate and generates Cu Anodes.
Refining – Is a downstream process (El Paso & Fort Madison) that processes Cu or Mo.
Rod - Is a downstream process (Miami and El Paso) that processes cathode Cu and makes it into Cu rod or other Cu products.

FCX Worker Profile – Evaluation Report 2

Why: To ensure our records remain accurate, it is essential that contract employees update their primary work location in the Org Chart whenever it changes. This update should reflect the new site or the FMI employee currently overseeing their work. Keeping this information current also helps FCX sites maintain visibility into who is regularly accessing their location for work purposes.
When: Any time a contract employee whose primary work location has been changed.
- > 14 Consecutive Days for Full-time Employees
- > 30 Consecutive Days for Part Time Employees
- > 60 Consecutive Days for Intermittent Employees

Use the ISN ID # created in Step 1 to start this panel. Make sure to only use the numbers (exclude "ISN-" from the entry).

This is the location that the individual is going to be supporting routinely.
If you have individuals work at many sites on a regular basis, please select "1899."***

1. 2. Transfer Employee to Different FCX Site

1	Contractor	ISN Employee ID	
2	Contractor	Headcount Addition/Neutral/FCX Supplemental Labor	⌄
3	Contractor	FCX Site Assignment	⌄
4	Contractor	Start Date at FCX Site	📅
5	Contractor	FCX Org/Div/Dept	⌄

+ Save   + Save and Send

Headcount Addition

Providing Supplement Labor to FCX – Contractor is asked to provide labor to supplement FCX headcount in a specific area
Replacement/Turnover – Backfill contract employee that has left a role at a FCX site.
Additional Headcount for new SOW - Contractor is asked to increase headcount normally based on an increase in work scope.
Comment Box: Please provide a description of the reason for headcount; if it is for a project, provide name of project, if it is for FCX supplemental labor provide the department. Example: Supporting Mill Operations Employee, Mine Shop Tire Pad Project

Organization / Division / Department (Org / Div / Dept)

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Org Units
Mine - is the part of the operation where the Ore is extracted for the ground, we reference this as Drill, Blast, Load and Haul.
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- Does this individual regularly travel between 2 or more sites within a 14-day period? Rover
-

FCX Worker Profile – Panel 3

Why: To maintain accurate records and ensure proper site security, it is critical that contract employees who no longer require access to an FCX site have their access promptly removed by their employer. If a contract employee transitions to a new company and the Evaluation Report 3: Site Access Termination is not completed in a timely manner, it can delay the re-establishment of access for the new employer and create unnecessary complications.

When: Whenever a contract employee no longer requires access to any FCX property, whether due to termination or reassignment to another location for an extended period, their access must be promptly reviewed and updated.

This includes individuals who have been reassigned to non-FCX locations with no plans to return to an FCX site in the foreseeable future. Timely updates help maintain accurate records and ensure proper site security.

Use the ISN ID # created in Step 1 to start this panel. Make sure to only use the numbers (exclude "ISN-" from the entry).

Enter the date of termination from site for the employee. This could be actual termination from your organization or simply the date when this individual will no longer be needed onsite. Note that this can be future dated.

No.	Question For	Question	Response	N/A
1. Freeport-McMoRan Contractor Employee - Worker Profile - Employee Termination				
1	Contractor	ISN Employee ID		
2	Contractor	FCX Terminated Date		

+ Save   + Save and Send

FCX Worker Profile – Panel 4

**** Only complete panel 4 under the direction of an FCX Project Manager ****

Use the ISN ID # created in Step 1 to start this panel. Make sure to only use the numbers (exclude "ISN-"from the entry).

If your employee is part of a subcontracting arrangement with a prime contractor on Freeport's property, please select the prime contractor. If that contractor does not appear in the list, reach out to your FCX PM or ISN for additional support.

Please consult your FCX Project Manager for this information. If you are being directed to complete this section, your PM will provide content for both item 2 and item 3.

No.	Question For	Question	Response	N/A
1. Additional Data Panel V Employee Special Assignment				N/A
1	Contractor	ISN Employee ID		
2	Contractor	Major Project Assigned to (FCX Project Manager will help you code this)		
3	Contractor	FCX Representative		
4	Contractor	Prime Contractor working under		

+ Save   + Save and Send