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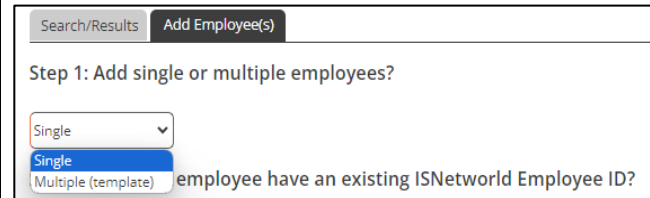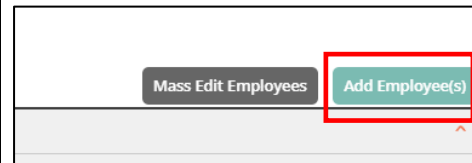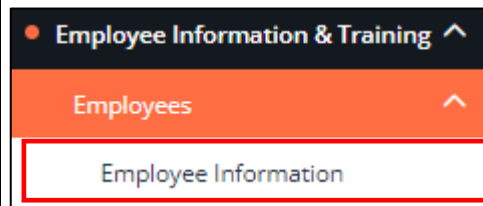
ISN   Solutions   Our Customers   Events   Newsroom   About   ▾ English   CUSTOMER SIGN UP   LOGIN

Main Information

Step 1: Create/Check Employee in ISN

1. From the ISN Home Page, select **Employee Information & Training**

2. Select **Employees**

3. Select **Employee Information**

4. Search for employee to avoid duplication

    a. If there is an employee record, move to **Step 2**

5. If no employee record, create by using the Add Employees Button

6. Select if adding single or multiple records

7. 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 below:

1. Click **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: Worker Profile Workflow

1. Select **Company Information**
2. Select **Evaluation Report**

3. Select **Create New Report**
4. Select **Freeport-McMoRan (400-127934)**
5. Select applicable Protocol*
6. Enter Report Date (date of data entry)
7. Select associated Freeport ISN site
8. Click **Save and Begin Evaluation**

*Protocol Key:
1. Initial Contractor Employee Establishment:
Primary Employee Profile Setup/Change in position
2. Reporting Structure Updates:
Changes to FCX/ISN reporting structure/transfers between sites
3.Site Access Termination:
When an employee is terminated from their job/scope at Freeport
4. Project Assignment:
Special project assignment tracking

NOTE: All employees will need at least the 1st and 2nd panels complete.

Additional versions of those panels or additional panels are needed for specific situations: transfer, termination, change in position, etc.

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.

Please ensure you are completing this for all employees going on site for Freeport-McMoRan.

FCX Worker Profile – Panel 1

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.

List the primary and any secondary or tertiary responsibilities for each employee. This should reflect their role within the assigned project at this site.

Use guidance below to complete these selections.

Indicate start date working as contractor for Freeport.

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

No.	Question For	Question	Response	N/A
		1. Freeport-McMoRan Contractor Employee - Worker Profile		N/A ☐
1	Contractor	ISN Employee ID		
2	Contractor	First Name (per Drivers Licence)		
3	Contractor	Middle Name (per Drivers Licence)		☐
4	Contractor	Last Name (per Drivers Licence)		
5	Contractor	Suffix (per Drivers Licence)		☐
6	Contractor	Date of Birth (as per Drivers Licence)		
7	Contractor	Gender		☐
8	Contractor	Street Address (per Drivers License)		☐
9	Contractor	City (per Drivers License)		
10	Contractor	State (per Drivers License)		
11	Contractor	ZIP Code (per Drivers License)		
12	Contractor	Ethnicity		☐
13	Contractor	Race		☐
14	Contractor	Employment Status		
15	Contractor	Primary Position		
16	Contractor	Secondary Position		☐
17	Contractor	Tertiary Position		☐
18	Contractor	Service Provided		
19	Contractor	Reason for Headcount Request		
20	Contractor	Access Needed		
21	Contractor	Years of Mining Experience		
22	Contractor	Months of Mining Experience		
23	Contractor	Assigned to FCX Date		

+ Save   + Save and Send

Service Provided

Bulk Transportation - Vendors that are on-site delivering materials or transloading materials to be delivered to another part of the operation, Examples Acid, Lime, Fuel.

Construction or Projects – Large construction projects, outages, or a project that will have a defined start and end time

Equipment Rebuilds – Normally these are on site haul truck, drill/shovels rebuilds /assembling the equipment, fixed plant equipment rebuilds, etc.

General services – Work such as cleaning services.

Maintenance – Resident contractors that are performing maintenance activities on longer term contracts (1 + years in duration).

Operational Support – Resident contractors that are performing operational activities on longer term contracts (1 + years in duration).

On-site Vendor Store - Activity related to a vendor-operated facility that is on site and provides products such as Tool, Safety supplies, auto parts, etc.

Professional – Engineering firms or contractors that supply a very specific set of core work capabilities or areas of expertise.

Townsite – Those that work solely inside the Townsite.

Reason for Additional Headcount

Initial Setup – Use for setting up your workforce when a contract was awarded.

Increase for Business Need – Contractor is asked to increase headcount normally based on an increase in work scope.

Replacement – Use when you are hiring an individual for someone who left your organization.

Additional Backfill Support – Use when you are hiring specifically to provide areas with manpower for specific scopes of work.

Access Needed

B to B – Account needed when access to Digital Forms or any on network FCX materials is necessary

Badge and B to B – Will be on site routinely and requires access to Digital Forms or on network FCX forms.

Badge and FMI Network – Will be on site routinely and requires access to the FCX network for access to files or SharePoint Sites

Badge Only – Will be accessing the property to perform work only and not require any access to FCX materials that are not on the ISN platform.

FMI Network Only – Individuals that are working offsite and require access to our network, Engineering firms, MIS related activity.

FCX Worker Profile – Panel 2

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 that roam / work at many sites routinely please select "1899."

No.	Question For	Question	Response	N/A ☐
1. Freeport-McMoRan Contractor Employee - Worker Profile - Site and Org Assignment				N/A ☐
1	Contractor	ISN Employee ID		
2	Contractor	FCX Assigned Site		
3	Contractor	ISN Supervisor ID		
4	Contractor	Org / Div / Dept		
5	Contractor	Effective Date: (Only Complete if employee is Transferring to a New Site)	📅	☐
6	Contractor	Reason for Employee Transfer?		☐

+ Save   + Save and Send

Use the ISN ID # for this employees direct supervisor working onsite. Make sure to only use the numbers (exclude "ISN-" from the entry).

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

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

Select the combination that best matches the work this employee 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
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 entire operation some of which is technical in nature.
Smelting – Is a downstream process that takes the mines Copper Concentrate and generates Cu Anodes.
Refining – Is a downstream process (El Paso) that processes anodes and plates cathode Cu
Rod - Is a downstream process (Miami and El Paso) that processes cathode Cu and makes it into Cu rod or other Cu products.

TRANSFER INFORMATION

On initial set up of an employee, the last two questions (5 & 6) are not required.

If an employee's primary work location is transferring to a different FCX site, please complete a new panel 2 where you will update the FCX Assigned Site, ISN Supervisor ID, Org/Div/Dept AND include answers to questions 5 and 6.

NOTE: please be descriptive in answering question 6 so the FCX approver will be able to quickly approve.

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

TRAINING VIDEOS

ISN – Evaluation Panel 2 – New

ISN – Evaluation Panel 2 – Transfer

FCX Worker Profile – Panel 3

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

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

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.

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.

No.	Question For	Question	Response	N/A ☐
				N/A ☑
1. Additional Data Panel V Employee Special Assignment				
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

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.