

RECORDS MANAGEMENT GUIDELINE FOR TERMINATING EMPLOYEES**PURPOSE & OBJECTIVES**

This Terminating Employee Guideline (this "Guideline") supplements the Records Management Standard and outlines the proper transfer and management procedures for Records in the possession of Terminating Employees. This Guideline is designed to help safeguard and retain Newmont's information and institutional knowledge.

SCOPE

This Guideline is for the Denver offices only. It applies to all Denver Newmont Employees whose files are not subject to legal hold.

CONTENT

It is the responsibility of the Manager of a Terminating Employee to identify and manage Records that are in the possession of a Terminating Employee to ensure appropriate knowledge retention.

1. Electronic Records

- 1.1 An HR representative shall create an IT Ticket for Terminating Employees who have computers/mobile devices and Newmont e-mail access as soon as possible following receipt of information about the Terminating Employee's departure. The IT Ticket shall specify the anticipated Last Work Date and termination date for the Terminating Employee, and shall include a request to remove access to all electronic systems or devices capable of storing Records effective close of business on the Last Work Date. The IT Ticket shall also include a request to grant the Manager access to the Terminating Employee's Email, Home Drive and Prospector My Site effective as of the Last Work Date.
- 1.2 For Terminating Employees who have computers/mobile devices and Newmont e-mail access at the close of business, on the Last Work Date, IT shall grant access to the Manager or his/her designee to the Terminating Employee's Email, Home Drive and Prospector My Site. If there are records in other repositories, the manager will request access to those repositories via Newmont HUB.
- 1.3 The Manager shall have sixty (60) days to review, manage and retain the terminating employees' Electronic Records. After the 60 day period, access to the Terminating Employee's mailbox and home drive is automatically removed and data will be deleted.

2. Physical Records

- 2.1 During the sixty (60) day period described in Section 1 above, the Manager or his/her designee shall identify, collect and secure all Physical Records which must be retained from the Terminating Employee's work spaces.
- 2.2 All other documents located in the Terminating Employee's work spaces may be Destroyed by the Manager or his/her designee. Note: Any such documents containing proprietary, confidential or personally identifiable information shall be disposed of in a manner that ensures the information is rendered inaccessible.

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3. Manager Acknowledgment of Access and Completed Review

- 3.1** It is the Manager's responsibility to review the terminated employee's files and identify records which should be retained. Once IT has granted the Manager access to the repositories, the manager will receive an email notification. Within that email, the Manager will need to confirm/validate that they have access and have reviewed the records.

4. Records

- 4.1** All Records controlled by the Terminating Employee that were moved into Records Libraries shall be managed according to Newmont's Records Management Standard, which includes applying the appropriate Records Retention Rules.