

PGS-005235, Rev.: 02-07/07/2022

Issuing Division: People, Health and Safety Division

Technical Responsible: Learning Area and H&S Specialist Management Area.

Target Audience: This document must be applied throughout all Vale's employees, including contractors

Need of Training: () YES (X) NO

Expected results:

- ✓ **To guide the employees on the application of the qualification guidelines of the CAR-Critical Activity Requirement model.**

1. PURPOSE

Establish guidelines for qualification on CAR - Critical Activity Requirements, in alignment with element 1. Behavior and commitment of the leadership and the technical dimension, element 5. Health, Safety, environment and communities.

These guidelines are applicable to CAR 01 to 5, which were reviewed in 2020 and for the other CAR's 06 to 11 which were reviewed in 2021

1.1 Document application

This document is applicable in all countries where Vale has operations and/or offices and is extended to Vale's service providers.

For other companies in which Vale holds shares, its application is also recommended.

2. REFERENCES

PNR-000069 • Critical Activities Requirements - CAR

PGS-000791 • Competency, Training and Awareness

PNR-000103 • Guidelines on Dojo structuring and management

Global Qualification Guideline CAR - Valer. Revision 01: 10/21/2020

3. GENERAL GUIDELINES

3.1 Global CARS and local legislation

The global CAR training does not correspond to the training required by the local legislation, and it is the area responsibility to complement the material and the workload, if necessary, assure validation. The local safety area (in partnership with HR) is responsible to develop and implement training based on regulatory standards associated with the critical activities, including practical in-person training required by law.

3.2 Training local procedures associated with CAR and operational technicians

The local safety area or business area (in partnership with HR) is responsible to develop, offer and record the training related to local PROs related to CAR's (Critical Activity Requirements) in VES. The strategy for the application of this training shall be defined locally

3.3 Technical training for the job performance

It is essential the employee to have prior technical training (for example, mobile equipment operator, electrician, scaffold assembler, license to drive vehicles,) as well as the necessary certifications for the performance of the job. It is strongly recommended when the leadership indicate the employee to CAR training, guarantee be used to the technical concepts of that critical activity, before the training.

The development, the application or the validation of this technical qualification is under the responsibility of the local area.

3.4 Practical training or CAR simulations

Practical training for CARs 1 to 11, for the first training, is recommended and must follow local legislation and procedures.

The local SSRO areas (Health & Safety and Operational Risk) have to develop practical training or simulations on the execution of critical activities for better learning and retention of the content.

Practical training or simulation can be carried out in practical or virtual simulation environments, contact of the employee with and handling equipment/accessories, or other forms of learning that do not put the employee at risk. In case the local legislation already requires practice, this can be replaced by the practical qualification on CAR.

It shall be pointed out that before creating an item related to the on-line model or recycling of CAR 1 to 11, it will be necessary to align the COE-Valer and Corporate Safety area.

4. GLOBAL CAR QUALIFICATION STRATEGY

COURSE	FORMAT	PURPOSE	RESPONSIBLE	RECYCLING
RAC for leadership	ONL	Reinforce the strategic role of the company's leaders regarding the fulfillment of CAR, actively contributing to the prevention of accidents and fatalities.	Global SSRO Division	Not applicable

Global CAR 01 to 11 for executors CAR 01 Curricula Complement *	ONL	Present the main requirements of each CAR to the employees.	Global SSRO Division	At every 2 years
Procedures training associated with the critical activities	See item 6	Detail the employees' knowledge about tasks and activities related to CAR, assisting in the execution.	Local HSE	Every 2 years, after the 1st ONL training

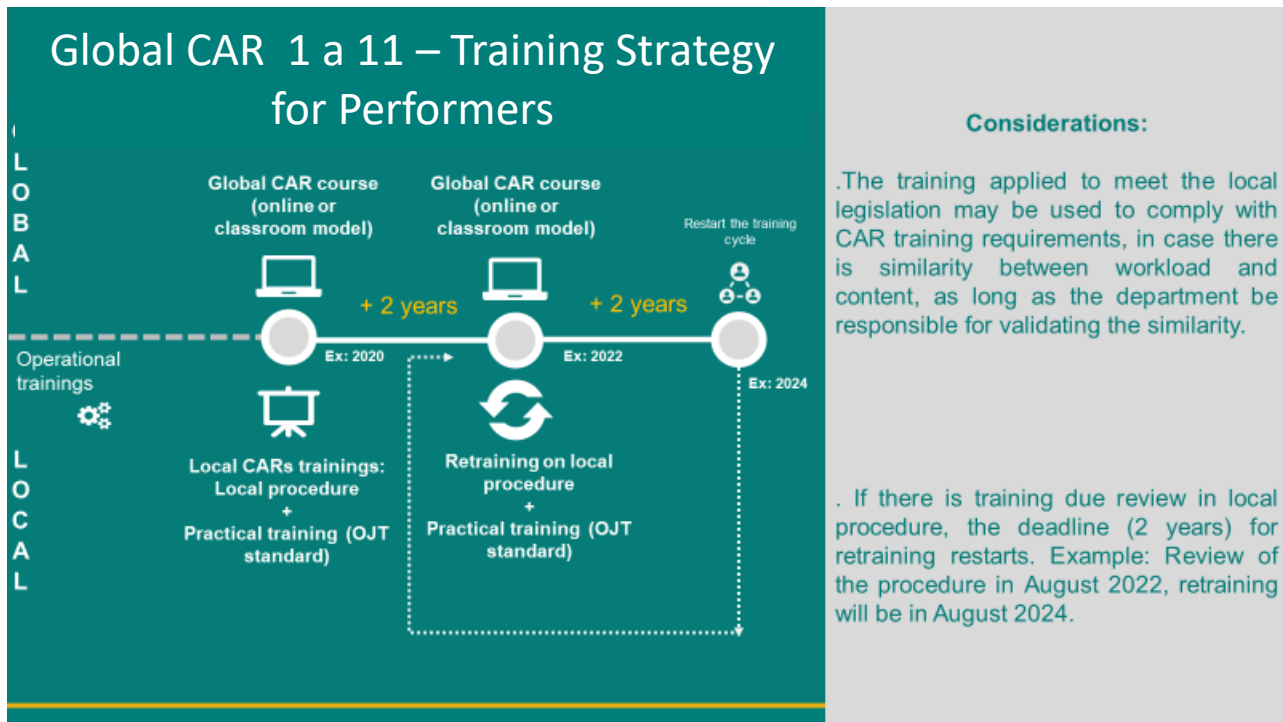
*CAR 01 curricula- Working at Heights – has been changed with the inclusion of the ID 1275116, title: “Removal of floors, protection grids gratings, guardrails, trapdoors and collective fall protection elements”, which must be obligate to conclusion the curricula CAR 01. This training has deadline of 365 days, from the attribution date.

Detailed information about CAR courses, such, total length, IDs and curricula, are defined in Annex 1 CAR Courses Guide.

To recycling training must be regarded the local procedure on CAR.

The learning history (VES) of the employees trained on CAR's, legislation and PROs must contain the record of each course separately, containing data: training goal, syllabus, total length or time required, responsible for the content and type of attribution.

Note: CAR's and local legislation are separate trainings. They can be performed in an associated way, in on-site classes (when relevant), but they must be registered separately in the record history of employee.



4. MAPPING

Only professionals who will effectively perform critical activities must be mapped for training, as set in PNR00069. It is not recommended professionals to be trained to be in condition of “reserve team”.

5. MODALITIES FOR QUALIFICATION

The CAR training offers remote training modality, which reinforces a modern learning approach, with application of interactive activities for fixation and retention of the knowledge. In addition to being increasingly more used by executing employees, this methodology supports the standardization and the quality of the educational safety content in the company. If it is difficult for the employee to access on-line courses on VES or Valer Digital, global CAR training may also be carried out using the in-person methodology or via TEAMS.

Thus, we clarify that there are 04 modalities for the employees training in the new global CAR courses 01-11, namely:

- 1) On-line (ONL) remote learning:** On-line course available on VES
- 2) Class via communication and collaboration platform, for example TEAMS (VIRTUAL)** using material in Power Point available on VES.
- 3) Class in-person (COURSE), using off-line content:** using material in Power Point available on VES.
- 4) OJT- On the Job Training Model:** optional modality that can be used for practice or for recycling. Remembering: this type of model does not exclude the obligate theory/online courses.

6 CAR'S RETRAINING - VALE EMPLOYEES

In order to improve the effective number of critical activities and ensure adherence to Vale's management system (VPS), the retraining must focus on the local procedure linked to the corresponding CAR. The period it will be extended 2 years, from the first training period.

6.1. OJT MODALITIES

The learning process become complete when theory is combined with practice. With the support of a more experienced person (instructor and/or mentor) the employee should be instructed to practice/experiment, dialogue, think and respond to situations with a focus on solving the task's problems, combined with technical knowledge, previously acquired. For this purpose, some OJT modalities were defined in to be validated by the local safety area together with local HR, according to each reality

- **Simulators/ Virtual Reality:** places where this type of modality is available may use this format to assess CAR recycling, according to guidelines.
- **Checklist for mentoring:**

Each HSE Division of the business must create a Checklist standard for OJT assessment following some education criteria, namely:

- ✓ Effective questions that assess the requirements of the local CAR procedures.
- ✓ Ways to measure that the employee has acquired the knowledge, after ONL/theoretical and that he knows the local CAR procedure.
- ✓ Fulfill with a minimum 1-hour workload in field;
- ✓ The instructor, who will follow up the requirements of the CAR procedure in field, may be an operational, technical or safety employee (internal or external). The internal instructor must follow the criteria in item 7 of this document.

Note: One or the other of these modalities will be considered for validation of the practice. Other OJT modalities may also be contemplated, provided they are linked to the CAR procedure. The entry must be made in the corresponding VES ID and all evidence documentation shall be under the responsibility of the local area.

- **DOJO:**
The standard is under elaboration by Operational Excellence, more information soon.

6.2 RECORD ON VES

The old CAR Recycling – Video Aula curricula were inactivated. The Videos Classes will not be excluded from VES and will be optional, within the catalog of offers. This material can serve as a complement or consultation for the areas. Therefore, Video Lessons-Recycling will no longer be considered mandatory.

Refresher training must focus on the local procedure linked to the corresponding CAR. For entry in VES, employee history, the STANDART item must be used. The responsibility and monitoring of these and complementary records is the exclusive responsibility of the area. The local area will be responsible for developing and updating the content of the procedure linked to the CAR.

Corporate Safety, through audits, will carry out the necessary checks on the execution of recycling, focusing on meeting deadlines and recording in the employee's history.

7 VALE INTERNAL CAR INSTRUCTORS

The CAR's instructors to train new employees or to assess the recycling must meet the following criteria:

A. PROFILE

KNOWLEDGE	SKILL	ATTITUDE
It is obligatory to have completed the applicable CAR training, it is recommended has a bit of technical specific knowledge about the topic which will be applicable and be trained and qualified to perform the activity.	Clear communication Knowledge about virtual/in-person classroom didactics, andragogy and skills in conducting classes	Employee shall have good safety performance and the key behavior: Obsession by safety in the career assessments average or above.
	Have 2 years of proven experience in the activity that will minister the training.	

7.1 EXTERNAL CAR INSTRUCTORS

The mapping of the instructors for CAR training must observe the following aspects:

- External Instructor (Educational Partner / Training Provider):
 - ✓ complete high school;
 - ✓ proven experience as an instructor or certificate in didactic training courses or similar;
 - ✓ specific technical knowledge about the training action to be provided;
 - ✓ proven experience of at least 2 (two) years in the Occupational Safety area applied in the daily routine of operational areas;

The local safety areas are responsible to validate the technical knowledge and the proficiency/experience of the internal and external instructor.

The HR area is responsible to assess the pedagogical proficiency of the internal and external instructor.

The HR area is responsible to offer Educational Agent training for internal instructors and make sure that the external instructor has pedagogical proficiency.

8 GENERAL GUIDELINES FOR CONTRACTORS' EMPLOYEES

8.1 Global CARs and local regulations

The global CAR trainings do not replace trainings required by local regulations and it is responsibility of the local team and suppliers to complement the material and training time, if necessary, to ensure compliance with the requirements.

8.2 Local procedures associated with RAC's and operational technical trainings

The local safety team or business area is responsible for developing, offering and managing training related to local PROs that involves CARs (Critical Activity Requirements). The implementation strategy of this training should be defined locally.

For contractors' employees, the training registration must be made in the system indicated by Vale, and it is responsibility of Contractor Company to control training application and refresh. Contract Manager must monitor if companies are compliant with this requirement.

8.3 Technical training for the function

It is essential that the contractor's employee has both prior technical training (e.g. mobile equipment operator, electrician, scaffolding assembler, vehicle driving license, etc) and the necessary certifications for its function, if applicable. The development, application or validation of this technical training is responsibility of the local team.

8.4 Hands-on training or CAR simulations

Hands-on trainings for CAR 1-11 are recommended and should meet local regulations and procedures.

For contractor's employees, the in person training of RAC must be registered in the system indicated by Vale for Contractors.

Practical training or simulation can be performed in controlled environment, virtual reality, handling equipment /accessories, or other ways that do not put the employee at risk. When local regulations requires practical training for a CAR activity, this training can replace CAR practical training.

Note: the hands-on training for CAR 2 is no longer mandatory, however it remains recommended.

8.5 GLOBAL TRAINING STRATEGY IN CAR

COURSE	FORMAT	GOAL	ACCOUNTABLE	REFRESH
RAC Global for executors (training)	ONL See figure page 4	Present to workers the main requirements of each critical activity.	Global SSRO Area	Every 2 years
PROs training for activities that involve CAR	See item 6	Detail to workers the requirement for activities that involved CAR, assisting them in the execution.	Local SSMA Team.	Every 2 years, after the 1st ONL training and must be taught by assigned safety professionals.

Detailed information about RAC courses, such as suggested workload, ID, and programmatic content, is presented in Annex 1 - CAR Courses *Guide*

Refresh training must be linked to the local CAR procedure.

8.6 EXTERNAL CAR INSTRUCTORS

The mapping of the instructors for CAR training must observe the following aspects:

- External Instructor (Educational Partner / Training Provider):
 - ✓ complete high school;
 - ✓ proven experience as an instructor or certificate in didactic training courses or similar;
 - ✓ specific technical knowledge about the training action to be provided;
 - ✓ proven experience of at least 2 (two) years in the Occupational Safety area applied in the daily routine of operational areas;

The local safety areas are responsible to validate the technical knowledge and the proficiency/experience of the internal and external instructor.

The HR area is responsible to assess the pedagogical proficiency of the internal and external instructor. The HR area is responsible to offer Educational Agent training for internal instructors and make sure that the external instructor has pedagogical proficiency.

8.7 MODALITIES FOR QUALIFICATION

The CAR training offers remote training modality, which reinforces a modern learning approach, with application of interactive activities for fixation and retention of the knowledge. In addition to being increasingly more used by executing employees, this methodology supports the standardization and the quality of the educational safety content in the company. If it is difficult for the employee to access on-line courses on VES or Valer Digital, global CAR training may also be carried out using the in-person methodology or via TEAMS.

Thus, we clarify that there are 04 modalities for the employees training in the new global CAR courses 01-11, namely:

- 1) On-line (ONL) remote learning.** (On-line course available on VES)
- 2) Class via communication and collaboration platform, for example TEAMS (VIRTUAL)** using Power Point content available on Vale's webpage: www.vale.com/suppliers
- 3) Class in-person (COURSE), using off-line content** using Power Point content available on Vale's webpage: www.vale.com/suppliers
- 4) OJT- On the Job Training Model:** optional modality that can be used for practice or for recycling. Remembering: this type of model does not exclude the obligate theory/online courses.

8.8 LEARNING EVALUATION FOR CONTRACTOR'S EMPLOYEES

For contractor's employees with access VES platform, the CAR learning evaluation has the objective to measure the knowledge from the training. All CAR training must be registered at VES after test application and its approval on the learning evaluation.

The approval is considered When the contractor's employee reach a result of 70% or above in the learning evaluation (test).

8.9 TRAINING CERTIFICATE FOR CONTRACTOR'S EMPLOYEES

The training certificate must be posted in the system indicated by Vale to register Contractors' documentation.

If the training was finished at VES, system's standard certificate can be used as evidence of training completion, or by consulting specific PowerBI dashboards. If your operation already has contractor workers using VES, contact HSE For Suppliers area to PowerBI permissions. During the mobilization, the reviewer is responsible to check the information at PowerBI.

8.10 CAR'S RECYCLING – CONTRACTOR'S EMPLOYEES

In order to improve the effective number of critical activities and ensure adherence to Vale's management system (VPS), recycling training must focus on the local procedure linked to the corresponding RAC. The period for retraining will be extended 2 years, from the first training period (according to picture in page 4).

9 ROLES AND RESPONSIBILITIES

CORPORATE TALENT - COE

- Define guidelines and governance for global safety training;
- Define methodologies and strategy along with safety corporate
- Follow up on the development of the training solutions.

LOCAL HR

- Implement global and local safety training when needed;
- Support areas and HRBP.
- Monitoring the results and encourage the application in your BU.

CORPORATE OCCUPATIONAL SAFETY

- Review this document and set deadlines for the training;
- Provide technical support, considering the scope of SSRO, for the training implementation;
- Prepare global training for CARs;
- Change the content of the global trainings, when necessary;

LOCAL OCCUPATIONAL SAFETY

- Know and apply this document in the local area.
- Support the implementation of training for CARs
- Comply with Training Guidelines on the CAR

HSE FOR SUPPLIERS

- Define guidelines for global safety training for Contractors, with Corporate Talent - COE and Corporate Occupational Safety
- Validate this document and set deadlines for the training for Contractors, aligned with COE and Corporate Occupational Safety;
- Provide technical support, considering the scope of HSE for Suppliers, for the training implementation.

REV.	DATE	PREPARED BY	CRITICAL ANALYSIS	APPROVAL	DESCRIPTION
00	03/23/2022	Maria Fernanda Miranda Nathan Morais Oliveira Samuel Schledorn	Carla Soutelinho	Carla Soutelinho	Initial issue
01	05/04/2022				Removal of "CAR for Leadership" training for contractors scope and hands-on training obligation for CAR 2.
02	07/07/2022	Maria Fernanda Miranda Nathan Morais Oliveira	Carla Soutelinho	Carla Soutelinho	Complement CAR 01 has been included in Curricula.

