

1

Yara's learning environment for partners

Registering for the first time for those coming to Yara Siilinjärvi

- Go to https://yara.community.gimletlms.com/fi/login
 - If needed change the language to English from drop-down menu
 - o Create an account by clicking on Registration

English - VVARA Knowledge grows	N/S				
Username					
Password					
Log in Did you forget your username or password?	Registration				
Welcome to Yara online training portal.	ows				
First name *	card mormation that you have.				
Last name *					
Company *	Company *				
Select city *	Select city *				
Tax number *					
Phone					
Email					
Occupational safety card expires *	ММ 🗘 уууу 🗘				
Hot work card expires	ММ 🗘 уууу 🗘				
First aid card expires	ММ 🗘 уууу 🗘				
Electrical safety card (SFS6002) expires	ММ 🗘 уууу 🗘				
ADR permission expires	ММ 🗘 уууу 🗘				
I have read the Privacy Statement and her registration of my personal data in accordance.	eby give my consent to the use and ance with the Statement.				
Back	Register				

- Please enter the following information on the form
 - Your first name
 - Your last name
 - o Name of the company you work for
 - Select city: Siilinjärvi from the menu
 - o Your tax number
 - If you don't have a Finnish tax number, make up one that contains 12 numbers and starts with 1000, so 1000 xxxx xxxx. The program will notify if the number is already

in use. Please note that you need to ask the tax number to be corrected to the system once you get a Finnish tax number.

- Your phone number
- Your email address NOTE: (Your email address is your username)
- (If you don't have an email, the system will still assign you a username)
- o Card Validity Periods (Occupational Safety Card Required)
- Accept Privacy Policy
- After entering the details, click *Register*
- After registering, you will receive a username and password on the site. Save the information somewhere!



1.1 If you have already registered but don't remember the password

• Go to the login page of the learning environment and click the *Did you forget your username or password?* button. Enter the email address you registered with in the system. You will receive a new password in the email. If you do not remember which email you have logged in with, you can contact Siilinjärvi main gate (contact details can be found at the end of this document).

2 Logging in and completing trainings

• Go to https://yara.community.gimletIms.com and enter your username and password in the free fields and log in. If the system asks for a privacy policy, accept it to move forward.

English 🕶	No.
VARA Knowledge grows	
test.testing@test.fi	
Log in	
Did you forget your username or password?	 Registration

What training you need to complete

3

Basic safety induction for everyone

Yara Siilinjärvi for first timers Mandatory one-time training for alla				
Safety is the most important (SVI) Mandatory for all Valid for 365 days				
Safe working in Yara Mandatory for all Valid for 365 days				
Safety induction for RET-area Mandatory for all Valid for 365 days				
Siilinjärvi mine induction Mandatory for all Valid for 365 days				
Mandatory trainings depending on the place of work and task				
Annual maintenance induction for Siilinjärvi mine area Mandatory for all working in mine (concentrator) annual maintenance Material is renewed annually				
Annual maintenance induction for Siilinjärvi chemical plants Mandatory for all working in chemical plants annual maintenance Material is renewed annually				
Confined space induction Mandatory one-time training for those working in confined spaces				
Use of a crane and working as a baseman Mandatory one-time training for those working with cranes				

Sulfuric acid factory safety induction for projects SVI Mandatory for those working in sulfuric acid factory projects Valid for 2 years

Safety training for ADR Drivers (Siilinjärvi) Mandatory for carriage of dangerous substances and bulk so when delivering or pickingup raw material / Valid for 2 years

4 Completion of trainings

- You can find the Siilinjärvi trainings under Courses.
- Click on the course you need to complete. On the page that opens, click Open.

• The course proceeds by clicking on the arrow on the page. The trainings consist of text, videos, intermediate tasks and a final test. The Achievement Label comes from an approved final test and a completed course. NOTE! If you miss your training, the next time it will continue from where you left off. That way, you don't have to complete trainings all at once.



5 Completed trainings and profile update

Once you have completed the required trainings, they will appear on your profile page (→ Profile menu at the top of the page). The training completed to the end is displayed as a 100% green circle. NOTE! Incomplete trainings are shown as less than a percentage in the performance. Training entries only come from 100% completion. If the training percentages remain incomplete even after you have completed the training, please contact the gate.

Transfer grown		Home Profile I	Diploma Log out English +
Profil	е		1874
Home > Profil	e		
	Castact Information Name, Listerane, Rose Austral, Break, Breaky,	Charge passions New passions Warty new passions Submit	
My Documents Uploaded Files:		Upload File:	
Title D	escription Created	Title Description Choose file	Choose File No file chosen
User grou	ps		
Your groups You are a member content based on t	of the following user groups. You will see the portal hese groups.	Add open groups Here you can add yourself to other o the content targeted to these groups	open groups. You are then able to see
Yara Kokkola (suo	(m	Select open group(s)	Add
Yara Siitinjärvi (E	nglish)		
Yara Siilinjärvi (si	uomi)		
Yara Uusikaupuni	ki (suami)		
Yara Viitasaari (si	uomi)		
Complete	d courses		
	TRAINING 0		RECOMMENDED . PROGRESS .
	Yara Siilinjärvi for first timers When you come to vork at Yara's Siilinjärvi site for t training. Mandatory training for first-timers. Length: 10 minutes	he first time, start by completing this	100 % Startad 25.01.2024

- On the Profile page, you can update your password.
- You can also add courses in different language options (Finnish or English) or Kokkola and Uusikaupunki learning environments yourself from the Profile page if you work at other locations or

the courses are in the wrong language for you. This is done under User Groups \rightarrow Add Open Groups.

• From the Diploma page, you can print or submit a certificate of your course completion. You can send the certificate directly to your manager, for example, if the need arises.



6 Access rights update

- Access rights update automatically after you have completed the necessary courses. The update is affected by safety training courses, occupational safety card and site permit. Please note that the tax number needs to be correct in Gimlet for the information of completed courses to transfer to access rights system Zeroni.
- The employer must ensure that the occupational safety card is marked on Zeroni system and that there is a valid site permit.
- The safety prerequisites are monitored at the gate.

7 Contacts in unclear situations

If you are having trouble registering for the learning environment, logging in or completing trainings, please contact the main gate:

Main Gate Contacts

050 313 0101 (guards) or 010 215 6030 kulkuluvat.siilinjarvi@yara.com

For questions regarding transport of dangerous goods, you can contact the VAK safety advisor jarkko.roivainen@yara.com

Welcome to Yara Siilinjärvi!