

ENGLANTI

Working in Finland

Keep the following things in mind when you come to work in Finland.





Before you go to Finland

No payment required for arranging the job.

You should not pay anything to the person or company that has offered or arranged the job for you. Under Finnish law, no person or company should require you to pay any fees at any time, also not after you return home. Your only expenses are:

- **application fee**
- **charges related to documents, and**
- **ticket for your trip to Finland.**

Keep the receipts for all payments.

Employment contract, wages and terms of employment

Before you depart for Finland, make sure that the job promised to you actually exists. If you are not sure, contact your nearest mission of Finland.

Check your wages and working hours in the

- **employment contract**
- **binding job offer**
- **form TEM054 or**
- **supplement form TY6_plus (seasonal work).**

Your wages must be enough to live on. Finland is an expensive country.

The employer cannot later change the contract to make it worse for you. The employer is allowed to increase your wages and benefits.

All terms of employment must be recorded on paper or in an email, for example. Keep all documents and emails. They will be needed in case of a dispute.

When you come to Finland

Employment contract and start of work

You can start to work in Finland when you have received a residence permit, a seasonal work certificate or a seasonal work visa. If you come to work for a maximum of three months, you may not need a residence permit. Check this with the Finnish Immigration Service migri.fi/en/work-without-residence-permit.

In Finland, employer unions and employee unions agree on wages and terms of employment. The unions decide on an agreement where they agree on minimum wages and working hours, for example. Hourly wages must usually be at least EUR 8. Training periods are paid too.

Information on the terms of employment in Finland is available in several languages in the As a foreign employee in Finland guide by the Occupational Safety and Health Administration tyosuojelu.fi/work-in-finland.

The employer and the employee will make a more detailed employment contract. The employment contract should be written in a language that you understand. Both the employer and the employee must sign the contract. The employer and employee are also bound by an oral contract, but oral contracts are difficult to prove.

Do not sign an employment contract or any other document if you do not understand what it says. Ask if anything in the contract is unclear to you. If you and the employer make an oral employment contract, the employer must also provide you with a written statement of the terms of employment. If you do not receive such a statement despite requesting it, contact the occupational safety and health authorities.

The employer may take a copy of your passport and residence permit, but the employer cannot keep them. However, you can give the passport to the employer for storage if you do not have a safe place to store it in your accommodation.



WORK CONTRACT

38h/week
2200€

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Rights and responsibilities of the employer and employee

As a foreigner, you have the same rights and responsibilities at work as a Finnish employee, even if you do not have a residence permit.

In Finland, the occupational safety and health authorities monitor workplaces. You can always contact them if you have problems at work. For example, if you are paid too low wages or if the work is not safe. If you like, you can also contact them anonymously.

You can join a trade union and, after you have worked for a few months, an unemployment fund. Unemployment fund will pay you a daily allowance if you become unemployed. Trade union can help you if you have problems with your employer.

Your employer must ensure the safety of work. You must receive guidance about the work environment, equipment and regulations. The employer must also insure you for accidents.

The maximum working time in Finland is 40 hours a week. All the hours you spend at the workplace are counted towards working hours even if you do not have any work or customers. You are entitled to days off every week. In other words, you do not have to work every day of the week without rest. You are also entitled to annual holidays, which are paid.

You should only do the work that you and the employer have agreed on in the contract. According to law and agreements, overtime work requires your consent. You must also receive compensation for overtime work in accordance with the agreements. Make sure that you get paid for all the hours you work. Check the number of holidays you are entitled to.

Record your working hours in a notebook or your phone every day. You can also make a photo of the work schedule or shift list that shows the working hours. You may need this information later.

No one should force you to have sex or commit illegal acts. Threats and violence at the workplace are crimes. You have the right to move freely when you are not at work.

If you are threatened, go to a safe place outside the workplace and call the emergency number 112. You will be helped even if you do not have a residence permit in Finland.

Bank account and payment of wages

In Finland, wages are paid to a bank account (for example, wages for seasonal work can be paid in cash). The bank account is personal. No one has the right to use your bank account, your ATM card, or your online banking codes.

You should receive a pay statement in connection with each payment of wages. The pay statement shows

- **wages (and how they are calculated)**
- **supplements**
- **benefits (for example, accommodation)**
- **taxes**
- **other charges required by law.**

The employer cannot deduct unlawful charges from the wages. The employer may not transfer your wages or any part of them from your account to another account.

If you do not receive a pay statement despite requesting it, contact the occupational safety and health authorities.



If your situation changes

If your residence permit is about to expire, submit an application for a new permit well before the expiration. Show the employer a certificate of the new application and the residence permit when you receive it.

You can resign from your job at any time. The notice period is usually 14 days. In that case, your right to reside in Finland may end unless you have a new job or another reason to be in Finland. You are usually only allowed to find a new job in the same field of employment. If you want work in another field of employment, you must apply for a new residence permit.

Contact the occupational safety and health authorities if your employer does not comply with law or agreements. If you are treated in a criminal way at your workplace, you can ask for advice from the Assistance system for victims of human trafficking by calling them at +358 295 463 177 or by visiting their website on ihmiskauppa.fi/en. In such cases, you are likely to be able to extend your residence permit and work for another employer.

If you suspect that you have been a victim of a crime, contact the police (at the emergency number 112). You can also contact Victim Support Finland by email (help@riku.fi) or by telephone or text message (tel. +358 40 632 9293)

You can write to Victim Support Finland and the Assistance system for victims of human trafficking in your own language or you will get an interpreter to help you. No one will be told about you contacting them without your permission.

More information about employees' rights in Finland

Animation (several languages)

riku.fi/en/various+crimes/labor+exploitation

Finnish Immigration Service:

Instructions and contact information in Finnish, Swedish and English:

migri.fi/en/problems-at-work-

Occupational safety and health authorities:

As a foreign employee in Finland guide in several languages:

tyosuojelu.fi/work-in-finland

Occupational safety and health authorities' telephone helpline

+358 295 016 620, tyosuojelu.fi/web/en/home

Victim Support Finland:

riku.fi/laborexploitation, telephone +358 40 632 9293

Assistance system for victims of human trafficking:

ihmiskauppa.fi/en, telephone +358 295 463 177

Central Organisation of Finnish Trade Unions, employee rights advisory service:

tyoelamanpelisaannot.fi/en, telephone +358 800 414 004

General emergency number in Finland: 112



Ministry of Economic Affairs
and Employment of Finland