

WELCOME TO ADECCO!

CONTACT PERSON:

It's important to keep your contact person's information at hand. Your contact person helps you with questions related to your employment and must always be informed of any absences.

Payroll contact information: you can find the phone number of your payroll clerk on your pay slip
E-mail: palkkahelpdesk@adecco.fi or kkpalkat@adecco.fi (for monthly paid salaries)
Address: Vernissakatu 1, 01300 Vantaa

IMPORTANT INFORMATION ABOUT YOUR EMPLOYMENT:

PAYROLL:

- **You are paid on the basis of the timesheets that you fill in and your supervisor has approved. Instructions on filling in the timesheets/monthly work reports are appended to this guide.**
- **Monthly salaries are paid on the 9th day of the following month and hourly wages according to the schedule (appendix).**
- **Submitting working hours:** You must submit your working hours for approval at the latest next working day after the payroll period ends. If you submit your working hours late, the payment will be automatically transferred to the next payroll period.
- Adecco provides pay slips electronically. You just have to log on to www.omaposti.fi, where you can start using the service with your online bank service ID or you can create a user ID. Set up is very quick and easy.
- **Tax card and bank account number:** If you did not provide your original tax card when you signed your employment contract, please mail it to the payroll department as soon as possible. If we do not receive your tax card in time, Finnish Tax Administration guidelines require us to charge withholding tax of 60%. Please ensure that the payroll department receives your tax card on time. Please make sure that you provide also your bank account number to your Adecco contact person as soon as possible.
- **Work time and overtime:** Additional work, overtime or compensation for time off must always be agreed with the client company.
- **Holidays:** Your employment accumulates holiday according to the Annual Holidays Act. You always have to agree with the client company and with Adecco concerning the dates of holidays. Adecco does not pay compensation for holidays in conjunction with every pay.

SICKNESS:

- If you need to be absent due to your own or your child's sickness, always call **your contact person at Adecco and your supervisor at the client company**
- Over 3 days absence requires also a sick leave certificate from an occupational healthcare nurse or a doctor. **The sick leave certificate, either electronically or on paper, should be delivered to the Adecco's payroll department immediately.** Any absences without informing Adecco or delivering the certificate will be unpaid.
- **Occupational healthcare:** You are entitled to use occupational healthcare if your employment has lasted a minimum of one month or 160 hours. You need a payment commitment from Adecco in order to see the occupational healthcare doctor. However, you can't use the services if your child becomes ill. Specialist services do not fall within the scope of the agreement. After requesting a payment commitment, you can call **030 6000** to make an appointment at Suomen Terveystalo.

- You can use the occupational healthcare services at Suomen Terveystalo when you receive a payment commitment from Adecco (on weekdays from 8 am to 4 pm). If you don't have a payment commitment, you have to pay your visit at Terveystalo.
- In the event of an accident at work or during work-related travels, please be in touch with your Adecco contact person to fill out an accident report and insurance certificate.

OCCUPATIONAL SAFETY: We cooperate with the client company to ensure your occupational safety

Your contact person will review the risks associated with different types of work, workplaces and equipment whenever you go to a new workplace or move on to a new assignment. Your contact person is also responsible for ensuring that the client company is able to fulfill its responsibilities and that the work can be performed properly and safely.

All employees are jointly responsible for occupational safety at the workplace. All of us have to contribute to ensuring our own safety and that of others at the workplace in accordance with our competence and professional skill level.

- As an Adecco associate, you must observe the following in your work :
 - Adecco's regulations and instructions
 - The client company's regulations and instructions
 - The care and caution required by the working conditions
 - Order and cleanliness
- As an employee, you are obliged to observe care and caution and take action in accordance with the Employment Contracts Act: You must immediately inform your supervisor, Adecco contact person or occupational safety representative of any faults or deficiencies that you observe in the working conditions, work methods, tools or other equipment.
- You have to correct the fault or deficiency according to your professional skill and the instructions of the work supervisor. You also have to inform your supervisor, contact person or the occupational safety representative of any faults or deficiencies that you have removed or corrected.
- In order to comply with ref 1146/1999 section 8c, amended by 679/2015 of Posted Workers, please be informed that compliance with the Act is supervised by South-West Finland Regional State, whose contact information is:
Postal address: P.O. Box 22, 20801 Turku
Phone number (switchboard): + 358 29 501 8000
E-mail: tyosuojelu.lounais@avi.fi

Failure to follow the safety instructions may lead to a warning and if it continues it may be a justification for dismissal.

YOUR BENEFITS:

Earn&Learn: You earn training points for every hour worked at Adecco: 1 h = 1 point. When you have accumulated 900 points, you can begin to use the points for various types of work-related training: 900 points is the equivalent of 90 euros. Information about the accumulated points is included on your pay slip. The training has to be related to your work and it can take place during leisure time or work time. You should discuss the issue of pay for training that takes place during work time with the client company. If your employment ends, you have 2 weeks in which to use up the points. If a new employment with Adecco begins within one month of the previous one, points continue to accumulate. More information is available from your contact person.

Exercise benefits: Adecco has business agreements with [Elixia](#) and [Fitness24Seven](#) fitness centres. As an Adecco associate you will receive substantial discounts on the fitness centres' annual card. Ask your Adecco contact person for more information on the offers and how to activate them.

ADECCO SATISFACTION SURVEY

We will send Adecco satisfaction surveys to our Adecco associates and clients regularly. We hope that you will actively respond to the surveys because your feedback can provide us important information that we can utilize to develop our operations.

TRACK YOUR SPORTING ACHIEVEMENTS TO RAISE MONEY FOR CHARITY!

We arrange regularly lotteries among active Win4Youth participants.

Win4Youth is Adecco's worldwide social responsibility programme. Through it, we collect funds for foundations around the world that support the well-being of young people. This year we are supporting the Plan International.



We exercise every year for a common cause with colleagues, associates and clients. You can log either your kilometers (swim, bike, run or walk), OR the time you spent doing any other sport. Whatever you do, it is for a good cause!

When we achieve our annual target of kilometers and hours, the Adecco Group will donate a significant amount of money to Plan International to support their youth employment and youth economic empowerment programs.

Come and join us!

Register at <http://tracking.win4youth.com> to upload your activities. After registration, you can also download the Win4Youth app to your iPhone, iPad or Android. You can track your activities through the app or through the website. For more information and guidance on tracking your activities, contact the nearest Adecco office or visit [our website](#).

WE WILL TRANSFORM THE FUTURE OF LABOR MARKET AS PART OF PALTA

PALTA is the representative association for service sector businesses and organisations in Finland. Palta's membership is made up of 2,000 businesses and organisations. Palta is one of the largest member association of the Confederation of Finnish Industries (EK).

