



## YOUR RIGHTS AS AN EMPLOYEE IN FINLAND:

- You are equal with a Finnish employee
- You get paid according to the collective agreement of your branch
- You get compensation for working overtime
- You are entitled to sick leave
- You get an introduction to your work
- You can join a trade union that can advise you on benefits and rights at the workplace
- You can report problems you face at work to your employer or to an Occupational Safety and Health authority



## MAKE SURE YOUR RIGHTS ARE NOT VIOLATED IN ANY OF THESE WAYS:

- You don't have a contract of employment
- You are not paid according to your contract
- You don't pay taxes
- You are discriminated against e.g. for your skin colour or religion
- The working environment is not safe and causes a risk to your health
- You need to pay someone to get a job or you are pressured into doing a job you don't want to do

**COLLECTIVE AGREEMENT** = A contract between trade unions and employers' associations that regulates the terms and conditions of employees at the workplace, such as working hours and salary.

**OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION** = Authority aiming to reduce the risks to the physical or mental health of employees at the workplace.

**EMPLOYMENT DISCRIMINATION** = Discrimination at workplace based on for example nationality, skin colour, age or religion. Employment discrimination is a crime.

**TRADE UNION** = Organization of workers defending and improving employees' working conditions. Union membership is voluntary. There are many trade unions in Finland.

**HUMAN TRAFFICKING** = In labour exploitation an employee may be misled or pressured into working without a contract, paid too low a salary, or be forced to work too long hours or through incurring debt. Threatening an employee or his/her family with violence may be a sign of human trafficking. Human trafficking is a serious human right violation and crime.

### CONTACTS:



- Tax Office **vero.fi** and tax card services: **029 497 000**
- Finnish National Agency for Education **oph.fi**: **029 533 1000**
- Occupational Safety & Health Administration: **029 501 6620**
- Central Organization of Finnish Trade Unions (SAK) for immigrants: **0800 414 004**
- Victims of human trafficking: **029 546 3177**



## LOOKING FOR A JOB?

### QUOTA REFUGEE'S FIRST STEPS INTO THE FINNISH WORKING LIFE

#### TIPS FOR WORKING IN FINLAND:

- Be always on time for work
- Respect the agreed work shifts and days off
- Follow the rules
- Ask for advice
- Be proactive and independent
- Do your best at work
- If you get sick, let your employer know as soon as possible
- Take care of your own wellbeing
- Be open-minded and patient – adapting to the Finnish working environment might take some time



## PREPARING FOR WORK

- As a quota refugee you have a residence permit and right to work upon arriving to Finland. Your right to work is stated in your residence permit card.
- Finding a job is easier if you speak Finnish or Swedish. It's worthwhile to learn the language!
- Education is important. Many jobs in Finland require an official training.
- Employers often ask to see certificates of your previous employment and education. Sometimes it is necessary to present authorized translations of your certificates in Finnish.
- If you have a degree and want to know about the recognition of qualifications, you can find information at the Finnish National Agency for Education [oph.fi](http://oph.fi) or Valvira [valvira.fi](http://valvira.fi).
- Check if you could complete supplementary trainings, for example the Hygiene Passport (card) is usually required for work at restaurants, cafés and kitchens, and the Occupational Safety Card is often required for construction work. Check the course possibilities in your area!
- Civic skills will help to succeed in the labour markets. There is a Civic Orientation Textbook freely available at [yhteiskuntaorientaatio.fi](http://yhteiskuntaorientaatio.fi) for example in Swedish, English, Arabic, Dari and Somali.

## APPLYING FOR WORK

- The Employment and Economic Development Office (TE-Services) provides guidance for applying for work, information about vacancies and integration training for immigrants and other trainings. More information: [te-palvelut.fi](http://te-palvelut.fi)
- If you do not have a job, register as an unemployed jobseeker at the TE-Services as soon as possible, because you may be entitled to unemployment benefits.
- If you are a jobseeker registered at the TE-Services, you are required to maintain your status as an active jobseeker with the TE-Services. You are also required to accept trainings offered to you or apply for any assigned employment.
- Most jobs are being applied online. You can fill applications on websites or send them with your CV via email.
- The employer will invite suitable applicants for an interview. Prepare to answer why you would be a good employer for the position. The employer will then choose who he/she hires.



## STARTING A NEW JOB

- Sign a written contract with your employer. Make sure that you understand the content of the contract before you sign it. The contract should include information about salary, working hours, employment period and the tasks. The contract must not contain any false information.
- You need a bank account. Inform your employer's payroll clerk your bank account number to receive your salary.
- The tax card is a very important paper! You can get a tax card from the Tax Office or print it from [omavero.fi](http://omavero.fi). Give your tax card paper to your employer's payroll clerk. If you do not do that, the tax deducted from your salary will be 60 %. Also fill out a form for the Tax Office to inform them of your bank account number in case they will pay tax refunds for you.
- Always keep one original employment contract with you. For Kela and other officials a copy of the contract is sufficient.
- If you or any member of your immediate family are receiving any income support or benefits from Kela or the social services, you are required to inform them immediately of your employment. It is best to inform the officials in writing with a copy of your employment contract.