

A woman with blonde hair is smiling and looking towards the right. She is sitting at a table with two other people. A white mug is on the table to her left, and a red mug is in the foreground. The background shows a cityscape through a window. The entire image has a red overlay.

Welcome to Adecco!

An associate guide

Adecco

Contact details

Your 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.

Important contacts

- payroll contact information: check contact information on your pay slip
- e-mail: palkkahelpdesk@adecco.fi or kkpalkkat@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. Select Ropo Capital as epayslip operator in your net bank.
- **Tax card:** Adecco Finland Oy uses a direct transfer to request withholding information for employees from the tax authority, i.e. there is no need to submit separate tax cards.
- **Bank account number:** Your account number should be entered on the Vuoro portal via personal information.
- **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.**
- In addition to the notification, a doctor's or nurse's certificate is required for sickness absence, the certificate is a prerequisite for salary payment.
- **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 two month or 300 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 **+358 45 7734 9974** 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.

Report occupational safety incident!



adecco.fi/tyoturvallisuus

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.

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

Occupational safety representative Raimo Sivonen:

☎ [040 6238 144](tel:0406238144), ✉ tyosuojeluvaltuutettu@adecco.fi

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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

- **Fitness24Seven**
- **Fressi**
- Adecco has business agreement with Fitness24Seven and Fressi 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.

- **Silmäasema**

- As Adecco employee you get staff benefits for you and your family at all Silmäasema locations. Ask your contact person for more information about benefits.

- **Isku**

- Adecco has company contract with ISKU. As Adecco employee you get a -20% discount on all products. Ask your contact person for more information about activating the benefit.

- **Terveystalo**

- As an occupational health customer of Terveystalo, you get continuous benefits from Terveystalo offices as well as customer benefits that change every month. Ask your contact person for more information about benefits.



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.

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).



If you resign

If you wish to resign, please contact us as soon as possible. A resignation must always be in a written form – email is approved, but a SMS is not sufficient. If you are on an assignment, the reciprocal notice period stipulated in your employment contract applies.

If you move out of the area, do not forget that we have offices all over Finland – and in many countries. We will gladly put you in contact with the office closest to your new residence.

Confidentiality

As an employee at Adecco, you have an obligation of confidentiality not only in regard to Adecco, but to our client's business and operating conditions as well. Breaches of confidentiality can have serious consequences for both you and Adecco. To be on the safe side, you must treat any information you receive in connection with the assignment as confidential, and do not talk to outsiders about conditions with the client or Adecco.

By signing the Employment Contract, you simultaneously sign up for a statement of confidentiality for Adecco (the employment contract has its own section on confidentiality). In addition, we have some clients who want you to sign their declaration of confidentiality as well.

Candidates privacy information statement

Welcome to Adecco Finland!

We look forward to working with you to help you to further develop your career. As you'd expect, to properly perform our services, we collect and use information about you.

Adecco is committed to protecting and respecting your privacy. This Candidate Privacy Information Statement describes your privacy rights in relation to the information about you that we process, as well as the steps we take to protect your privacy. We know it's long, but please read this Statement carefully. There is an index below so you can go straight to the bits you want if you prefer.

Some terms to be clear about

First we need to be clear about how we use some words in this statement.

It may seem obvious, but in this Statement you will be referred to as 'You'. When we talk about 'us' or the 'Company' we mean Adecco Finland Oy. We have our registered office at Vernissakatu 1, 01300 Vantaa. The company is part of the Adecco Group, the largest HR services provider in the world. Through its various companies and business lines the Adecco Group provides several HR (Human Resources) activities like staffing, secondment, payroll services, recruitment & selection, testing solutions, career transition, talent development, training & education, outplacement and international mobility ('our Activities').

To carry out our Activities the Company uses several IT systems. In some cases the Company provides a Self Service Portal ('Portal') for its candidates/personnel. The Portal allows you to search and apply for jobs the Company and its sister companies advertise which match your interests, skills and/or experience, in the locations where you have expressed an interest in working. The Portal allows you to update your own records such as your contact details and bank details, and where you work for one of our clients, the hours that you have worked.

Finally, this is a statement about information about people - like you and your family. It includes facts about you, but also opinions about you and that you hold ("I'm a football fan" for example). It's not about information about the Company (although sometimes the two overlap). This type of information is sometimes called 'Personal information', 'Personally Identifiable Information' or 'PII'. We use the term 'Personal Information' in this Statement.

What personal information does the company collect and use?

Personal information that the company usually collects includes, but is not limited to:

- your name, date and place of birth, contact details and qualifications (education, training courses and internships), documents evidencing your identity and right to work and any other information you listed on your resume or CV;
- if you log on to the Portal using your LinkedIn or any other social media account: your profile data;
- if you contact us, we will keep a record of that correspondence;
- photos and videos if you have participated in a video interview;
- feedback about you from our staff and third parties; where you give feedback on others;
- your feedback about us and our services through our satisfaction surveys;
- we also collect information on your visits to our website/Portal including (but not limited to) your IP address, browser, timestamp, location, country traffic data, location data, weblogs and other communication data and the resources that you access. This information will make our systems easier to use in the future. We will, for example, suggest jobs to you which are being handled by branches local to where you were when you contacted us;
- we also collect information for marketing purposes and analysis, including information on how you respond to email, sms, phone and other marketing campaigns. We will have asked for your explicit consent before sending marketing communication via these means;
- photos and videos of Your attendance at a video interview or training or similar sessions (you will be given a chance at the session to ask not to be videoed or photographed);



- details of any disabilities and any accommodations we may need to make for you in the workplace; when you start working for the company we shall also collect:
 - a. your gender, nationality, copy ID documents, proof of address and copies of documents evidencing your right to work in the locations you will work in (visas, work permits, etc.);
 - b. payroll information such as your bank account information, national insurance or social security number, tax codes and reference numbers, your fees, salary and benefits information and any voluntary deductions you ask us to make from your salary and fees (like trade union membership or church dues);
 - c. records of your attendance, time spent on projects, training, promotions, investigations and disciplinary matters;
 - d. information about your use of our IT systems and premises (including CCTV and door entry systems);
 - e. details about your dependents and next of kin;
 - f. travel information (travel data, credit card information, passport number, expenses incurred) for the purposes of the negotiation, arrangement and purchasing of all travel related activities (e.g. Airfare, Train, Hotel & Car Rental reservations) and the reimbursement of travel expenses;
 - g. photos and videos of your attendance at a video interview or training or similar sessions (you will be given a chance at the session to ask not to be videoed or photographed); and
 - h. in some cases we will also collect sensitive personal information (e.g. data relating to your health).
- We would like also to inform you that Adecco will perform whatever assessment necessary as part of the selection process, which may require the data submitted to be processed, and that it will include the results of the assessment in its recruitment database as part of the selection process.
- You are also informed that, as part of the selection process, the hiring entity may consult details of your public profile on social media (Facebook, Twitter, LinkedIn, etc.), and other public information and records, with the sole purpose of assessing and ascertaining your experience and professional skills, and to know whether your profile is consistent with the Adecco culture and values.

Why do we use personal information about you?

The company collects and processes personal information:

1. To provide you with the assistance you expect, like finding you suitable assignments to work on, helping you with training, or facilitating the process of applying for new assignments. This includes sending your CV to prospective employers for their consideration and keeping you informed of future work opportunities by email, telephone, mail and/or other communication methods;
2. With your consent we may also use your contact data for direct marketing for example via e-mail, messaging or telephone;
3. to further develop, test and improve our website/Portal, or other existing or new systems/processes to better serve you; this takes place in the context of new IT systems and processes, so that information about you will be used in the testing of those new IT systems and processes where dummy data cannot fully replicate the operation of that new IT system;
4. to perform studies and statistical and analytical research, for example to compare the effectiveness of our placement of associates between different business sectors and geographies and seek to identify factors that can influence any differences we identify;
5. to transfer data to third parties (see below);
6. where necessary, to comply with any legal obligation; and
7. we will also process your information to:
 - comply with your contract of employment or contract for services, and all other contracts and rules that govern our employment or other contractual relationship with you;
 - maintain and improve administration of talent generally (including for the purposes of workforce analysis);
 - carry out other human resources activities (including work management, absence management, training/people management, expense management, and disciplinary procedures);
 - manage shares and other assets to which you may be entitled;
 - promote the security and protection of people, premises, systems and assets;
 - monitor compliance with internal policies and procedures;
 - administer communications and other systems used by the Adecco Group (including internal contact databases);
 - investigate or respond to incidents and complaints;
 - to promote internally that training sessions have taken place and utilise their content (in case of photos or videos of training sessions), to market similar sessions internally and externally to third parties. In this case we will ask you for an explicit consent; or
 - participate in any potential or actual purchase or sale, or joint venture, of all or part of a business or company, that any member of the Adecco Group wishes to participate in.



Why and on which basis do we use personal data?

We are required by law to have a ground set out in the law to process the information we hold about you. The legal grounds can be:

- Performing a contract or taking steps prior to entering a contract. When you are already working with or about to engage through Adecco, our processing of personal information for all these purposes is based on processing grounds like the performance of a contract, or about to enter into a contract (purposes 1 and 6-7 above),
- Compliance with legal obligations. Sometimes the processing is necessary to comply with legal or regulatory obligations (purpose 6-7 above). Public authorities, such as tax, finance or data protection authorities may request personal data from us, and provide us with a statutory reason to disclose information about you (e.g. the prevention or detection of a crime). IN these circumstances, we are forced by law to provide the authorities with your data.
- Fulfillment of our legitimate interest. The processing is necessary in the legitimate interests of Adecco in exercising its and its staff fundamental rights to run a business in a way which does not unduly affect your interests or fundamental rights and freedoms (purposes 1 and 3-7 above). This means that when processing is necessary for the legitimate interest of Adecco, we balance your interests or fundamental rights and freedoms against our legitimate interest in processing. This ensures that we are not processing data in a manner that your interest and fundamental rights override our interest in such processing.

We shall only process your personal information other than on these grounds with your consent, which is a further processing ground.

Do you have to give us the personal information we ask for?

You are not obliged to provide your personal information to us, but it would not be possible for us to work with you, or provide our services to you, if you do not provide us with a required minimum. It may also limit the Services that you can receive from us if you in some instances choose to provide us with limited personal information.

Do we process information about you without any human intervention at all?

Yes we do at times. The Company uses automated systems/processes and automated decision-making (like profiling) to provide you, and our clients, with the services you request from us. For example, when our clients are looking for candidates for jobs, we can conduct a search of our lists of candidates using automated criteria which takes into account your availability, skillset, pay rate and in some circumstances previous feedback we have received from clients to compile a shortlist which ranks which candidates are most likely to fulfill the client's requirement. This means that sometimes your position in the rank may be higher than others, depending on how these factors match the client's needs.

How long do you keep my personal information for?

The Company can keep your personal information for up to 1 year after you register with us.

If you have been included in a recruitment process for a specific role, the Company will need to keep your personal information for up to 2 years to be able to meet any questions regarding the process.

If you are successful in finding work through us, the Company will need to keep your personal information for a longer period in order to comply with its on-going legal and contractual obligations and for the purpose of its legitimate interests.

Generally, we retain your personal data concerning taxes and any financial information (including payroll data and data relating to pay, etc.) for 10 years, and other personal information for 4 years after your employment with us has ended.

Some data, as your name, position and period of employment are considered as the Company's "core data" and will be kept for a longer period than mentioned above.



Adecco

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adecco.fi/tyontekijalle

