

# Employee rights advisory service for immigrants



**SAK**

The employee rights advisory service is a place where foreign employees can ask for advice about their rights at work.

Our lawyer can help you if, for example:

- You don't understand your employment contract.
- You want to know whether your wages are correct.
- You are suffering harassment or discrimination at work.
- You want to ask about some other aspect of your employment.

The service cannot help you find a job.

The service is free of charge to foreigners working in Finland. Advice is available in Finnish and in English.

## You can avoid problems at work by remembering some simple principles from the very start.

Here is a checklist of points to remember:

- 1.** Always make a **written employment contract**. Don't sign any document that you don't understand.
- 2.** You are entitled to **guidance from the employer** when you start a new job. Don't be afraid to ask for advice at the workplace.
- 3.** Find the **collective agreement** that applies at your workplace. The collective agreement explains your rights and duties at work. There are also some industries in Finland with no collective agreement. Your employer must still follow Finnish law, even when there is no collective agreement for your workplace. The law states the general rights and duties of an employee.
- 4.** You must always get a **pay advice note** whenever you are paid. Make sure that the details on the advice note are correct. The advice note will state your pay, taxes and other charges.
- 5.** If you work in shifts, then keep copies of your shift lists. Keep records of any changes in these lists.
- 6.** If your employer offers a zero-hours contract, then be sure to agree your **minimum working hours**. A zero-hours contract means that the employer does not have to pay you for any working hours at all.
- 7.** Make sure that your **holiday compensation** is paid correctly when your job ends. You can check your holiday compensation from your pay advice note. You get holiday compensation if you have not taken all of your paid holiday before the job ends.
- 8.** Always ask for a **certificate of employment** when a job ends.
- 9.** Get to know the **elected employee representative** at your workplace. The employee representative handles employment questions with the employer, and can help you if you have employment problems at work.
- 10.** **Join the union!** A trade union is an organisation of employees working in the same industry. It agrees the minimum employment terms with employers in that industry.

For example if your weekly working time is 0-20 hours, then you may not get paid at all for a week with zero working hours. The employer must always pay you for at least the minimum working hours guaranteed in the employment contract.



Our e-mail address is **workinfinland@sak.fi**



You can telephone the employee rights advisory service for immigrants on

**0800 414 004**

Calls are free of surcharges and you only pay the normal cost of a local call.

We also have a Facebook page at **facebook.com/atworkinfinland**

You can find more information on our website at **www.sak.fi/working-in-finland**

**SAK**



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the EU  
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