



# Stora Enso mills – Workforce management and reporting

# Workforce reporting procedure and contractor liabilities



Work at Stora Enso Mills takes place on a **shared construction site**, which is a **construction site** as referred to in the Finnish Government Decree 205/2009. This means the following procedure and operating models apply to workforce reporting.

**Company check and reporting:** The supplier's and the supplier's subcontractors' ability to take care of their contractor's liability is checked in connection with the contract by providing the contractor liability documents to Stora Enso. Reporting is done electronically.

- The company will be given reporting passwords in connection with the contract.
- **The supplier will report its company and its subcontractors:** <https://sitemanager.takamaki.fi/>

# Act on the Contractor's Obligations and Liability when Work is Contracted Out (1233/2006)



The objectives of the Act are to promote equal competition between enterprises, to ensure observance of the terms of employment and to create the conditions in which enterprises and organisations governed by public law can ensure that enterprises concluding contracts with them on temporary agency work or subcontracted labour discharge their statutory obligations as contracting parties and employers.

**The company's account of the contractor's liability**  
Stora Enso must ensure that the use of foreign workforce is legal. This requires knowledge of the subcontractor chain.

Account of the company:

1. account of entry in the tax prepayment register, the employer register and the VAT register
2. Extract from trade register
3. Account of tax payment matters
4. Proof of pension insurance taken out for employees and of pension insurance payments that have been made or proof that a payment plan has been drawn up for overdue pension insurance contributions
5. Account of the collective agreement or main terms of employment to be applied to the work
6. Account of the arrangement of occupational healthcare
7. Proof that statutory accident insurance has been taken out

Sourcing (purchase organisation)  
Resource management/security services

**Approval of the workforce (employee)**

Workforce reporting and checking the employee's right to work

1. Finnish workforce:
  - First and last name, tax number, date of birth/personal identity code, telephone number, contact person, nationality, type of employment relationship, subcontractor chain, company and company's contact person
  - Copy of ID card that complies with the requirements of construction sites
2. Foreign workforce:
  - First and last name, tax number, date of birth/personal identity code, telephone number, contact person, nationality, type of employment relationship, subcontractor chain, company and company's contact person
  - Address in home country
  - EU and EEC nationals:
    - Copy of passport or other travel document
    - Proof of pension and accident insurance (A1/E101) or proof of accident insurance taken out in Finland.
    - Copy of ID card that complies with the requirements of construction sites
  - Other than EU and EEC nationals:
    - Copy of passport or other travel document
    - Proof of pension and accident insurance taken out in Finland
    - Copy of work permit/visa
    - Copy of ID card that complies with the requirements of construction sites
  - Posted worker's contact person in Finland and contact details

Right to work in the area

# Workforce reporting procedure and contractor liabilities



- **Reporting of persons:** a workforce report that includes the required documents must be made for every person.
  - **The supplier will report the workforce:** <https://sitemanager.takamaki.fi/>
- **As a contact person, approve** the workforce reports **immediately**, so that the resource services may begin the checking process.
- **Checking message:** When a check on a person is approved, the person reported will receive a message and can pick up an access tag. Those picking up an access tag must be prepared to prove their identity and present their ID card.
  - Every employee must **personally pick up their access tag**.
  - The picking up of access tags is scheduled according to company; the pick-up time is indicated in the checking message.

***ID cards must always be kept visible when moving about and working in the area!***

# Workforce report – approval by contact person



- The approval of a workforce report takes place in stages  
(Prior to approval of access rights)
  - Contact person approves the person's report
  - Reception of workforce/security checks the person's identity and right to work, as well as the validity of the documents.

Pyyntöaika	Voimassaolo	Lisätieto / kommentti	Päätös	Oma kommentti
08.03.2017 17:40:43	08.03.2017-09.03.2017	Tämä on koulutus ilmoitus	Hyväksytty	Testi, kulku voidaan hyväksyä.

The contact person grants his/her approval and the person can be granted access rights!

Stora Enso Oyj

Kirjaudu ulos



## Lupapyynnöt

Tällä sivulla on listattuna avoimet lupapyynnöt, joihin on yhteyshenkilöksi merkattu sinun tietosi. Käsittele lupapyynnöt antamalla kuhunkin mielipiteesi, tulisiko lupapyyntö hyväksyä vai hylätä. **Tarkasta anottu ajo-oikeus!**

Muista kirjautua ulos ohjelmistosta lopetettuasi sen käytön.

Oma kommentti

Hyväksy

Hylkää

FI-IM 04. Imatran tehtaet / Imatra mills - Kuljetukset / Transportations / ship staff

<input type="checkbox"/>	ID	Etinimi	Sukunimi	Yritys	Aliurakoinnin tilaajayritys	Ajo-oikeus	Pyyntöaika	Voimassaolo	Lisätieto / kommentti	Päätös	Oma kommentti
<input type="checkbox"/>	30590	Testi Jaakko	Testiläinen	Stora Enso Oyj		SSIS24	08.03.2017 17:40:43	08.03.2017-09.03.2017	Tämä on koulutus ilmoitus!	Odottaa	

Oma kommentti

Testi, Henkilöä ei saa päästää tehdasalueelle.

Hyväksy

Hylkää