Stora Enso mills – Workforce management and reporting
Workforce reporting procedure and contractor liabilities

• Work at Imatra 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/](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. (JOH IMT 52)

<table>
<thead>
<tr>
<th>Account of the company:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. account of entry in the tax prepayment register, the employer register and the VAT register</td>
</tr>
<tr>
<td>2. Extract from trade register</td>
</tr>
<tr>
<td>3. Account of tax payment matters</td>
</tr>
<tr>
<td>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</td>
</tr>
<tr>
<td>5. Account of the collective agreement or main terms of employment to be applied to the work</td>
</tr>
<tr>
<td>6. Account of the arrangement of occupational healthcare</td>
</tr>
<tr>
<td>7. Proof that statutory accident insurance has been taken out</td>
</tr>
</tbody>
</table>

Approval of the workforce (employee)

Workforce reporting and checking the employee’s right to work (JOH IMT 52)

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
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/](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!**
Site Manager – enterprise resource planning system for externals
Site Manager – enterprise resource planning system for externals
http://sitemanager.fi

• Access rights to Site Manager application has been sent to contact persons for Efora or Stora Enso (user name is user’s e-mail address)
  ➢ User can create more users for his/her company: Dashboard → Management → Users
  ➢ All users created this way have rights to see and maintain company data (add persons to company and contracts, fill in working time sheets, etc.)

It is recommended to use Chrome web browser to ensure full usability
Site Manager – enterprise resource planning system for externals

What is required from you in the system

1. Create and maintain the company information
2. Create and maintain personnel information
3. Maintain personnel qualifications
4. Add persons to contracts and applying access permits
5. Add subcontractors to contracts when used
6. Provide documentation related to Act on the Contractor’s Obligations and Liability when Work is Contracted Out
7. Add users to new contracts when needed
8. Fill in employee working time sheets and travel costs (if agreed) when working on timely based contract

9. OR Provide employees an account to fill in own working time sheets
10. Create contractor summary of approved working time sheets to be included in the invoice
11. Provide company guidance for invoicing
12. Monitor company dashboard to correct or supplement company information as requested
Site Manager – enterprise resource planning system for externals
1. Create and maintain company information

Fill in company information
- Company information must be filled in before creating personnel information
Site Manager – enterprise resource planning system for externals

2. Create and maintain personnel information

Create information of company personnel working under contracts – once created the information is available also for later use (upcoming contracts)

➢ Select Persons – new person
  ➢ If Valtti card* is in use, you can use it’s ID to read the information directly from Valtti card system
  ➢ Otherwise add tax number, date of birth, etc.
  ➢ All fields marked with * must be filled in

*)https://www.veronumero.fi/en/valtti-card/
3. Adding competences for the person

Define competences for the person

- Validity of occupational safety card (“työturvallisuuskortti” in finnish)
- Validity of Hot work license

- Persons → search for the person → Competences → + New competence
- Remember to maintain the validity of competences!
4. Creating an access permit application

Create **new access permit** for the person

- Access permit is the application for mill gate access
- Apply the permit for the whole period the person is working at the mill
- New access permit must be applied each time the person is entering the mill under different contract (see 4.3)
- **Please note that site permits must be made 7 days before arrival at the factory (foreign persons 14 days before)**
Site Manager - ERP for externals

4. Creating an access permit

Select the **Site**
Drop down list contains available work sites

Select the **Employer**
If the employer is not on the list, see 5. Adding a subcontractor

Define **validity period**

Define **Work relation** of the person

Select **Buyer’s contact person** from the drop down list

If the person is working as a foreman on the site, tick the **Foreman** box

Add a picture of the company’s photo ID card

**Special requirements**
Tick the boxes if needed

Note! Ticking the Vehicle permit box expands the form to contain vehicle details which must be filled in. Reasoning for vehicle permit must be specified in Other information field.

After filling the form push **Add access permit** button
Site Manager - ERP for externals
4.1. Applying access permit for existing person

Once a person is added to the Site Manager the information will remain in the service for later use:
→ If the person will work in another site you only need to apply new access permit for the site to that person (see 4. Creating an access permit)
→ Person information can be found easily by using **Search** on the main navigation