



Service Supplier Requirements

These service supplier requirements apply to Outokumpu Stainless Oy and Outokumpu Chrome Oy's foreign service suppliers.

1 Contractor's obligations and liability documents

According to the Act on the Contractor's Obligations and Liability when Work is Contracted Out (1233/2006), it is the contractor's obligation to check the following liability documents:

- 1) An account of whether the enterprise is entered in the Prepayment Register in compliance with the Act on Prepayment of Tax (1118/1996) and the Employer Register, and is registered as VAT-liable in the Value Added Tax Register in compliance with the Value Added Tax Act (1501/1993)
- 2) An extract from the Trade Register
- 3) A certificate of tax payment or of tax debt, or an account that a payment plan has been made regarding a tax debt
- 4) Certificates of pension insurances taken out and of pension insurance premiums paid, or an account that a payment agreement on outstanding pension insurance premiums has been made
 - For posted workers coming from EU/EEA country or Switzerland A1 certificate will cover for this
- 5) An account of the Finnish collective agreement or the principal terms of employment applicable to the work
- 6) A certificate of occupational health care
- 7) A certificate of accident insurance taken out and of accident insurance premiums paid, or an account that a payment agreement on outstanding accident insurance premiums has been made (concerning construction work)
 - For posted workers coming from EU/EEA country or Switzerland A1 certificate will cover for this

The above-mentioned documents and certificates which are required by the Finnish Act on the Contractor's Obligations and Liability when Work is Contracted Out (1233/2006) shall be sent to Outokumpu to the following e-mail address: supplier.documents@outokumpu.com before a contract or an order can be concluded. The documents shall not be more than **three (3) months** old. When the employer of the temporary agency worker or the contracting partner to a subcontract is a foreign enterprise, the enterprise shall provide Outokumpu with information corresponding to that referred to above, by presenting an extract from a register or an equivalent certificate complying with the legislation of the country where the enterprise is domiciled, or in some other generally accepted way. The documents should be in English or the service supplier should have them translated into English. If the contracting party is a listed / public company, the liability documents are not required.

If a contract is in force for more than 12 months, the contracting party must provide the contractor, at 12 months intervals during the contractual relationship, with certificates referred to in points 3 and 4 above. According to Finnish law, the main contracting party is responsible for its possible subcontractors' reliability and therefore shall make sure that the subcontractor(s) has/have taken care of their statutory obligations as contracting parties and employers. Outokumpu does not collect



subcontractor's documents and certificates, unless otherwise agreed between Outokumpu and the contracting party.

Outokumpu checks the contractor liability information of its Finnish service suppliers by using the Valvoja service of the Vastuugroup site or collects the information directly from the service suppliers. Outokumpu recommends all Finnish service suppliers to join the Responsible Partner -program (Luotettava Kumppani -ohjelma) of the Vastuugroup service. Responsible Partner -program takes care behalf of the service supplier that the liability documents are fetched from different registers and the data is updated at all times. One can join to the Responsible Partner -program by filling out an authorization form on <https://www.vastuugroup.fi/fi-fi/>.

2 Occupational safety information

Outokumpu's Service suppliers self assessment form shall be filled by the contracting party and sent to Outokumpu to the following e-mail address: supplier.documents@outokumpu.com. The form is delivered for your company to fill with the other request for quotation (RFQ) materials.

3 Right to work

A foreign employee has to prove his/her right to work in Finland before he/she starts to work in Outokumpu's area.

The foreign national's right to gainful employment may be proven by:

- EU/EEA nationality / Swiss nationality: if the employee is a resident of one of these countries, a person will be free to reside and work in Finland for up to three months. For a longer residence and working period the resident needs to be registered at the Finnish Immigration Service - internet page. When evaluating the length of the residence and working period, one must take into account not only the period in question, but also the time that the person has worked in the country (Finland) during the past 4 months before the end date of the period in question.
 - ➔ The citizenship may be verified from e.g. a passport or an official identity card
 - ➔ Address to fill registration form: <https://enterfinland.fi/eServices>, change language into "English" and choose "EU citizens and their family members"
- Employee's residence permit: The employees who are not residents of EU/EEA countries or Switzerland are required to have a valid worker's residence permit. The application for a residence permit for an employed person has to be submitted to the Finnish Immigration Service. The requirements and more information can be found on the official website of the Finnish Immigration Service: <https://migri.fi/en/i-want-to-apply>, choose "I want to arrive or stay in Finland"
 - ➔ May be verified from a worker's residence permit card
- Other: If the employee has some other basis for the right to gainful employment (as detailed in the Aliens Act 301/2004) the employee must send the document (s) that prove the basis for his or her right o gainful employment in advance prior starting the work in site area.



If the employee is an interpreter, a teacher or a specialist, works on the basis of an invitation or a contract, and the duration of the job is no longer than 90 days, a worker's residence permit is not needed. The employee may be considered to be a specialist if his/her work tasks are demanding and require university studies. A specialist can work in Finland no longer than 90 days without a worker's residence permit. In these situations, it is required that the person has legal right to stay in Finland. This means that the visa is valid or visa is not needed (certain countries).

→ Outokumpu's contact person (Tornio service coordinators) must be informed beforehand if the right to work is based on this act.

The foreign employee's right to gainful employment will be checked from only for the contracting party.

All the documents mentioned above shall be sent to Outokumpu to the following e-mail address: supplier.documents@outokumpu.com.

4 A posted worker's certificate

Workers posted to Finland from another EU/EEA country or from Switzerland remain covered by the social security system of their country of origin. Therefore, he/she does not qualify for social security coverage in Finland during a temporary posting. Workers posted to Finland must carry an A1 certificate (formerly E101) issued by the authority of their country of origin and send it to their Outokumpu contact person (Tornio service coordinators) before the actual work in Finland starts.

Similar rules apply to workers posted from a country with a social security agreement, such as Australia, Canada, Quebec, USA, India, Chile, Israel, Korea and China. These workers also need to carry a proper certificate (e.g. USA/FIN1) to prove his/her status as a posted worker.

Workers posted from some other country than an EU/EEA country, Switzerland or a country with a social security agreement are insured in their home country if the assignment lasts for a maximum of two years. This should be confirmed by a signed and dated document (for example by email). If the posting lasts more than two years, workers are treated similarly to any other persons moving to Finland for the purpose of employment. Therefore, these workers must have a Finnish insurance certificate.

The documents should be in English or the service supplier should have them translated. The above mentioned requirements (Section 4) will be checked from the foreign employees of the contracting party.

4.1 Notification of Posting of Workers to the Finnish Industrial Safety Authority

The company that posts the worker, must make a notification to Finnish Industrial Safety authority before the work starts in Finland. There is no need for this notification if the work period lasts five (5) days or less. When evaluating the staying time, one must take into account not only the period in question, but also the time that person has worked in the country (Finland) during the past 4 months period before the end date of the period in question. Nevertheless, when the work is related to construction site, the announcement must be done always.



- The announcement shall be filled in the following internet address:
<https://www.tyosuojelu.fi/web/en/employment-relationship/posted-worker/reporting-duty>

5 Tax number

Individual tax number is required from all Finnish employees.

The individual tax numbers are required from foreign employees who work on *construction sites*. In order to get a tax number, a Finnish personal identity code is required. An employee can get a Finnish personal identity code and a tax number at a tax office. The nearest tax office which serves foreign workers who request personal identity codes is located in Kemi:

Meri-Lapin verotoimisto
Meripuistokatu 16
94100 Kemi
Finland

In order to get the identity code and the tax number, the employee must go to the tax office in person. The documents needed in the office are listed below:

- Form 6150e: Filled beforehand but signed at the office
- A valid passport, or an identity card valid in the Schengen zone, featuring a photo that enables easy identification.
 - If three months have elapsed since the employee arrived to Finland, the employee must also have a document from the Finnish Immigration Service -internet page (see point 3 above)
- The employee's personal employment contract or other document clarifying main terms of employment while working in Finland.
- A1 certificate or equivalent document (see point 4 above): Needed if the employee is a posted worker.

The tax number which is a 12-digit number may be required when applying for the access pass to Outokumpu factory area. Your contact person at Outokumpu will let you know if your work takes place in a construction site.

The required documentation and more information can be found on Finnish Tax Administration's official website: http://www.vero.fi/en-US/Individuals/Individual_Tax_Numbers

5.1 Information concerning a foreign employee working on a construction site

If an employee is working on a construction site, an additional information form shall be filled in and returned to Outokumpu / main contractor on the construction site. Your Outokumpu contact person (Tornio service coordinators) / main contractor will deliver the form / instructions to you to fill in / act accordingly. Please, notice that the tax office does not need this form / information.

These requirements (Section 5) apply to both Outokumpu's contracting party and its subcontractors.



6 The representative of the posted worker's company

The details of the representative of the posted worker's company shall be given to Outokumpu's contract contact person as required by Posted Workers Act (9.12.1999/1146, Section 4a):

"In case the employer of a posted worker (the company posting the worker) does not have a business location in Finland, they shall have a representative in this country, who is authorized to act for the company posting the worker in a court of law and to receive on behalf of this company writs of summons and other documents issued by the authorities. The representative shall be selected no later than at the date when the posted worker starts working, and the authorization shall be valid for a minimum of 12 months after the date at which the posted worker ceases working in Finland. A representative need not be selected in case the posting of the worker is no more than 10 days in duration. In case several consecutive employment contracts concerning the posting without interruption or with short-term interruptions only have been concluded between the posted worker and his/her employer, the posting shall be regarded as having been continuous."

The representative who is selected for the posted workers must have a permanent business location in Finland. The representative is responsible for preserving the following information:

- Individualized information of the posting company and information regarding the person in charge in the service supplier's home country
- Individualized information of the posted worker
- Information of the collective agreement or the principal terms of employment that are applied to the posted worker's labor contract.
- A clarification of the posted worker's basis for the right to gainful employment
- Bookkeeping of working hours and paid salaries

This requirement (Section 6) applies only to Outokumpu's contracting party.