

# Site Access & Contractor compliance requirements for Subcontractors

## Site Access Control Solutions – Finland Relocation Services (FRS)

[bolidenharjavalta@finlandrelocation.com](mailto:bolidenharjavalta@finlandrelocation.com)

FRS Team: Nelli Piikki, Ulla Niemi-Ylänen, Emilia Nuotio, Säde Jokivuori

# What Site Access Control?

This guide is for subcontractors of Main Contractor to gain access to the site. **Boliden Harjavalta** is responsible to verify that all contracting partners are compliant.

**Boliden Harjavalta** uses external service provider, **FRS Team**, to control site access.

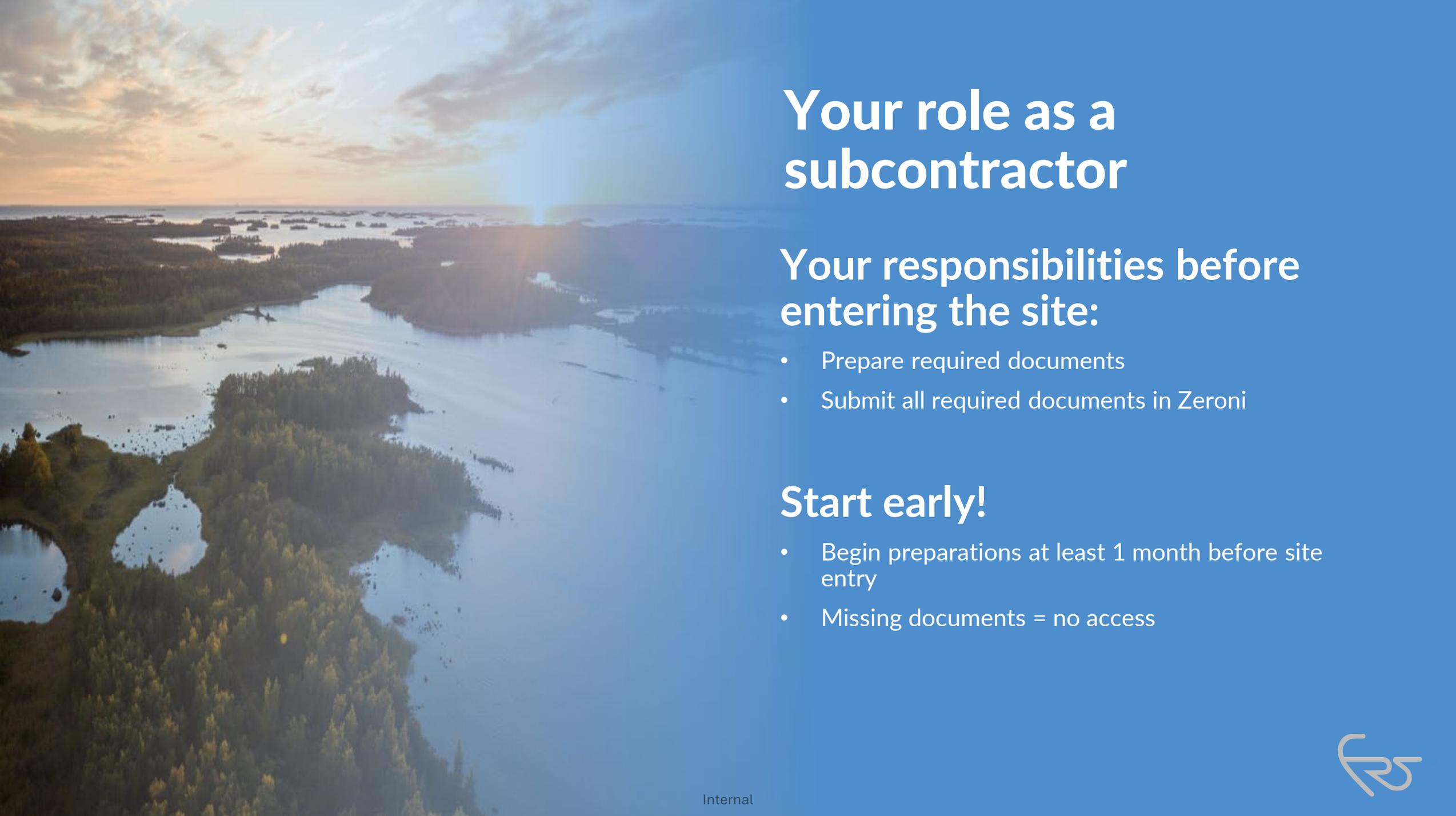
## Site Access Control Includes:

- Contractor's Obligations and Liability Documents verification
- Employee's Right to Work verification

## Why this matters?

This process ensures compliance with Finnish laws, including:

- Contractor's Obligations and Liability Act (Tilaajavastuulaki)
- Occupational Safety Act (Työturvallisuuslaki)
- Alien's Act (Ulkomaalaislaki)
- Act on Posted Workers (Laki lähetetyistä työntekijöistä)



# Your role as a subcontractor

## Your responsibilities before entering the site:

- Prepare required documents
- Submit all required documents in Zeroni

## Start early!

- Begin preparations at least 1 month before site entry
- Missing documents = no access

# Site Access & Contractor Compliance

To gain access to the site, the following process will take in place:

## 1 ZERONI ACCESS

Subcontractor will get access to Zeroni – the system where the site access is controlled and documents are saved.

## 2 SUBCONTRACTOR'S COMPLIANCE VERIFICATION

FRS verifies the compliance of subcontractor by approving the Contractor's Obligations and Liability Documents.

-> Subcontractor is compliant!

## 3 EMPLOYEE'S RIGHT TO WORK VERIFICATION

Employee's right to work will be granted by FRS by checking the employee specific documents shared by the subcontractor.

-> Employee's right to work verified!

## 4 ONLINE INDUCTION

The employee completes online induction.

-> Employee's access to site is valid!

# Roles and responsibilities

	1) Zeroni Access	2) Subcontractor's Compliance Verification	3) Employee's Right to Work Verification	4) Online induction
Main Contractor = Boliden Harjavalta	<ul style="list-style-type: none"> <li>Adds and invites the contracting partner (subcontractor) to Zeroni.</li> </ul>	<ul style="list-style-type: none"> <li>Obligated to collect the Contractor's Obligations and Liability Documents according to law of their contracting partners.</li> </ul>	<ul style="list-style-type: none"> <li>Obligated to collect the employee specific documents for the entire contracting partner chain.</li> </ul>	<ul style="list-style-type: none"> <li>Provides induction in Zeroni</li> </ul>
Sub-contractor(s)	<ul style="list-style-type: none"> <li>Logs in to Zeroni.</li> <li>Adds company basic information.</li> </ul>	<ul style="list-style-type: none"> <li>Obligated to submit the Contractor's Obligations and Liability documents in Zeroni.</li> <li>If subcontractor is part of Vastuu Group Reliable Partner, the documents will be automatically visible in Zeroni.</li> </ul>	<ul style="list-style-type: none"> <li>Adds and invites employees to Zeroni after subcontractor is compliant.</li> <li>Prepares and collects the employee right to work documents in Zeroni.</li> </ul>	<ul style="list-style-type: none"> <li>Informs employees about the online induction, which needs to be done before accessing the site</li> </ul>
Employee			<ul style="list-style-type: none"> <li>Shares required information/documents with employer.</li> </ul>	<ul style="list-style-type: none"> <li>Completes induction online.</li> </ul> <p><b>NOTE: Employee won't have site access before online induction is done AND right to work has been approved by FRS in Zeroni.</b></p>
FRS		<ul style="list-style-type: none"> <li>Instructs and reviews the documents and verifies the company compliance in Zeroni.</li> <li>Asks additional information from subcontractors via email if needed.</li> </ul>	<ul style="list-style-type: none"> <li>Instructs and reviews the documents.</li> <li>Gives the right to work in Zeroni.</li> <li>Asks for additional information from subcontractors via Zeroni if needed.</li> </ul>	





# 1: Zeroni Access

Logging in and Adding company information to Zeroni



# Using Zeroni on this site

- Zeroni system will be used to manage documents and control employee site access.
- In this presentation, you will find instructions to use Zeroni in each step of the site access control process.
- If you need further guidance, See Zeroni's support material:
  - [Basic instructions for subcontractor](#)
  - [Adding Company information and Contractor's Obligation and Liability Documents](#)
  - [Login instructions for employees](#)
  - [All instructions for subcontractors](#)
- If you have any technical issues, contact: [zeroni\\_support@eg.fi](mailto:zeroni_support@eg.fi)



# Adding company information

**i** **Incomplete company information:** Before continuing, please complete the details for your company.  
Or [Logout](#)

## CNV Conductee GmbH

### Basic information

<b>Foreign reg. num.</b>	DE56987458 (Foreign business id) <a href="#">? Why can't I edit this?</a>
<b>* Company name</b>	<input type="text" value="CNV Conductee GmbH"/>
<b>* Home country</b>	<input type="text" value="Germany"/>

### Address in Finland

<b>Street address</b>	<input type="text" value="Street address"/>
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Boliden Harjavalta will add you as a subcontractor and invite you to Zeroni system.

When you log in first time, you will need to fill in your company basic information.





## **2: Subcontractor's Compliance Verification**

# Contractor's Obligations and Liability Documents

The following documents are required from each subcontractor, **cannot be more than 3 months old**, and they must have a date when the information was collected.

01

## **Tax Prepayment Register extract**

(from the official tax authority in the country of origin)

02

## **Employer Register extract**

(from the official tax authority in the country of origin)

03

## **VAT register extract**

(from the official tax authority in the country of origin)

04

## **Clarification of tax payment/tax debt matters**

05

## **Extract from trade register**

(from country of origin)

06

## **Proof of insurance coverage for workers:**

- A. A1 certificates from country of origin (EU/EEA, Switzerland) **OR** other relevant (see section "Posted workers")
- B. Finnish pension and statutory accident insurance certificates (with account of pension insurance premiums paid, or an account that a payment agreement on outstanding pension insurance premiums has been made)

07

## **Confirmation of collective labor agreement that will be applied for the work in Finland**

If no universally binding collective agreement available on the sector (industry) where the employer company operates in, the principal terms of employment applicable to the work.

08

## **Confirmation of occupational health care in Finland organized by a Finnish healthcare provider**

Note! If a foreign subcontractor is registered in Finland: the documents 1-5 are needed from Finland as well. If a certain tax register does not exist in the country of origin, a dated and signed document stating this is needed.

Note! If a subcontractor does not have employees, documents 6-8 are not needed.



# Uploading required Contractor's Obligations and Liability Act documents in Zeroni

Click "notifications"

First click arrow, and then the link. The page will take you to document adding tool. Add required documents instructed in this presentation's section "Contractor's Obligations and Liability Documents."

Add documents. You can find instructions in Zeroni and on previous slide. If you are Reliable Partner in Vastuu Group, your documents will be automatically received in Zeroni.





# 3: Employee's Right to Work Documents

# Employee's Right to Work Documents

The following documents are required from employees to gain right to work:

01

## Copy of ID document (only for non-Finnish nationals)

Valid passport or EU ID card. Both sides of the ID card are necessary.

02

## Copy of Residence permit (only for non-EU nationals)

Finnish residence permit  
Both sides of permits are needed.

03

## Finnish tax number

Must be registered in the Tax Administration's tax number register (see instructions later).

04

## Copy of Finnish Occupational Safety Card (The Centre of Occupational Safety)

An equivalent international Occupational Safety Card is also accepted.

### For posted workers:

Information about a representative of a posted worker is also needed. The representative must have a Finnish postal address. More information about posted worker's social security requirements on next slide!

# Social Security for Posted Workers

## Who is a posted worker?

- An employee who usually works in a country **other than Finland**.
- **Employed** by a company based and mainly operating **outside Finland**.
- **Temporarily sent** to work in **Finland** during their employment for a **limited time**.

## VERIFICATION OF POSTED WORKER'S PENSION- AND ACCIDENT INSURANCE COVER:

### POSTED FROM EU/EAA OR SWITZERLAND

- A Copy of A1 certificate
  - Certificate must be valid
  - A1 application is not sufficient for gaining access to site.

### POSTED FROM NON-EU COUNTRY

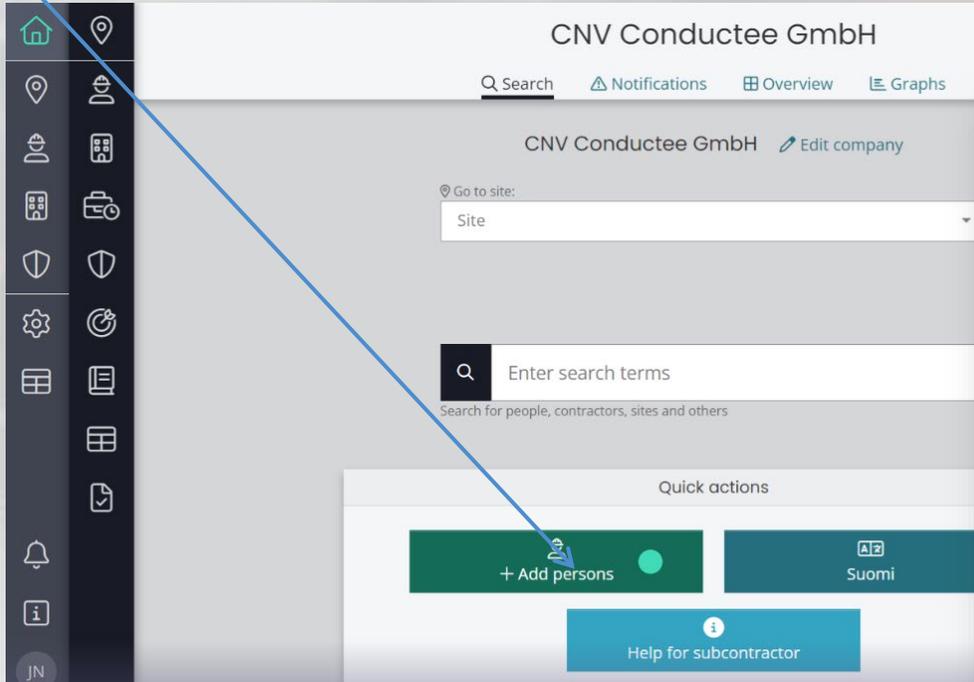
- Israel and Quebec: Equivalent official certificate covering both pension and accident insurance.
- Other social security agreement countries (e.g. Australia, USA, China): Certificate for pension insurance and Finnish accident insurance.
- Other countries: Pension insurance from country of origin and Finnish accident insurance.

Employees who can not prove pension- and accident insurance coverage in any of the above-mentioned ways, should obtain Finnish pension insurance and Finnish occupational accident and disease insurance.



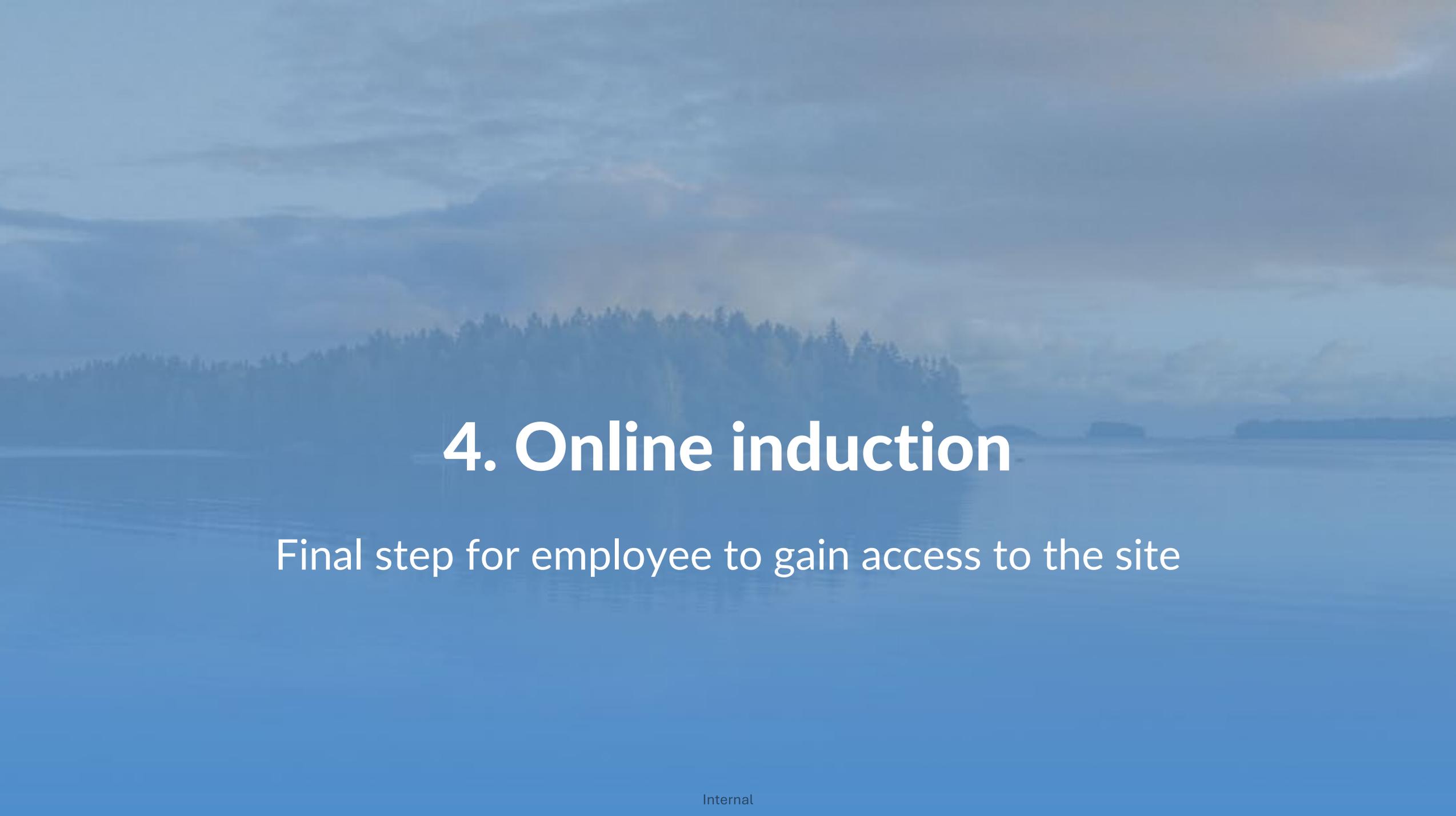
# Adding employees and their documents in Zeroni

Click "Add persons" and select right site and contractor.



Start adding employee's information and documents by following Zeroni's instructions.

- \*Mandatory employee information to add:
- Full name
  - Tax number
  - Date of birth
  - Mobile phone number
  - E-mail address
  - Nationality
  - Country of residence
  - Language
  - Estimated working duration
  - Are social facilities required



## 4. Online induction

Final step for employee to gain access to the site



# Online induction

Site access requires induction – even after right to work has been granted

- Employees must complete **online induction in Gimlet (Suurteollisuuspuiston koulutusportaali)** before entering the site.
- Final access is granted after completing the **online induction** provided by Boliden Harjavalta
- The online induction also includes optional online courses that do not prevent the formation of the site access. These include the Finnish-language courses: the Driver induction and Confined space work.

# Additional Guidance for Preparing Documents

- Right to work in Finland
- Posted Workers – Helpful tips (A1 certificate & Posted Worker Notification)
- Tax number application

A scenic view of a Finnish lake at sunset or sunrise. The sky is filled with soft, golden light and scattered clouds. The water is calm, reflecting the sky and the forested shoreline. The text "Right to work in Finland" is overlaid in a bold, blue font.

# Right to work in Finland



# About right to work

- A foreign employee must have the right to work in Finland.
- The ground for the right to work depends on which country the employee is a national of, what kind of work he/she is coming to Finland to do and for how long.
- You as a subcontractor are obligated to make sure your employee has right to work and deliver the documents to the main contractor.

# Foreign employee's right to work - Immigration

## EU national employee

- Right to work not restricted
- Note that employee can stay and work in Finland for up to three months without registration.
  - For stays over three months, they must register their residence with the Finnish Immigration Service.
  - This registration is valid indefinitely if the conditions remain unchanged.

## Non-EU national employee

- Following information will be checked from the residence permit card:
  - Validity period
  - The right to work (which may be sector-specific or employer-specific) from the backside of the card
- The employee may also have an extended permit, which is verified by checking:
  - The Finnish Immigration Service's certificate of pending application
  - The previous residence permit for which the extension is being requested
- Note that once the permit is granted, add copy of the permit to Zeroni



# Exception: Residence Permit to Another EU/EEA Country

To have the right to work in Finland for **90 days within a 180-day period** with a permit to another EU/EEA country **all** these conditions must be met:

1. A valid residence permit to another EU/EEA state.
2. The employee of a company from the EU/EEA state who has granted the residence permit.
3. The company is conducting temporary contracting work that lasts no more than **6 months**.

**Note:** You need to count all the Schengen days from the past 180 days:  
<https://www.visa-calculator.com/>

**Necessary documents: Copy of the residence permit (both sides) and statement of the right to work from employer**





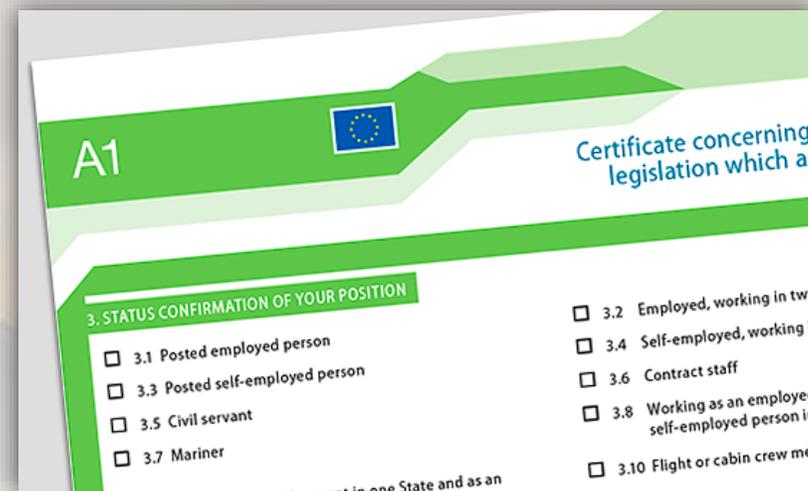
# Posted Workers – Helpful tips

A1 certificate & Posted Worker Notification

# How to read an A1 certificate?

The A1 certificate confirms which country's social security system applies when working in the EU/EEA, Switzerland, or the UK.

- **Section 1: Personal Details**  
Name, date of birth, nationality, ID number at home country, and addresses in home and work countries.
- **Section 2: Applicable Legislation**  
Shows the country responsible for social security and the certificate's validity period.
- **Section 3: Work Status**  
Indicates if the person is:
  - A posted worker (3.1)
  - Working in multiple countries (3.2)
  - Self-employed (3.3 or 3.4)
- **Section 4–5: Employer Information**  
Lists employer(s) or business details in both home and work countries.
- **Section 6: Issuing Authority**  
Contains the institution's details and signature/stamp.



## Pay extra attention:

- Certificate is personal
- The certificate has to be valid
- **Issued** certificate is always required
- Employing company has to match to the contracting partner in Zeroni



# Posted Worker Notification

The employer must notify the Occupational Safety and Health Authority about posted workers.

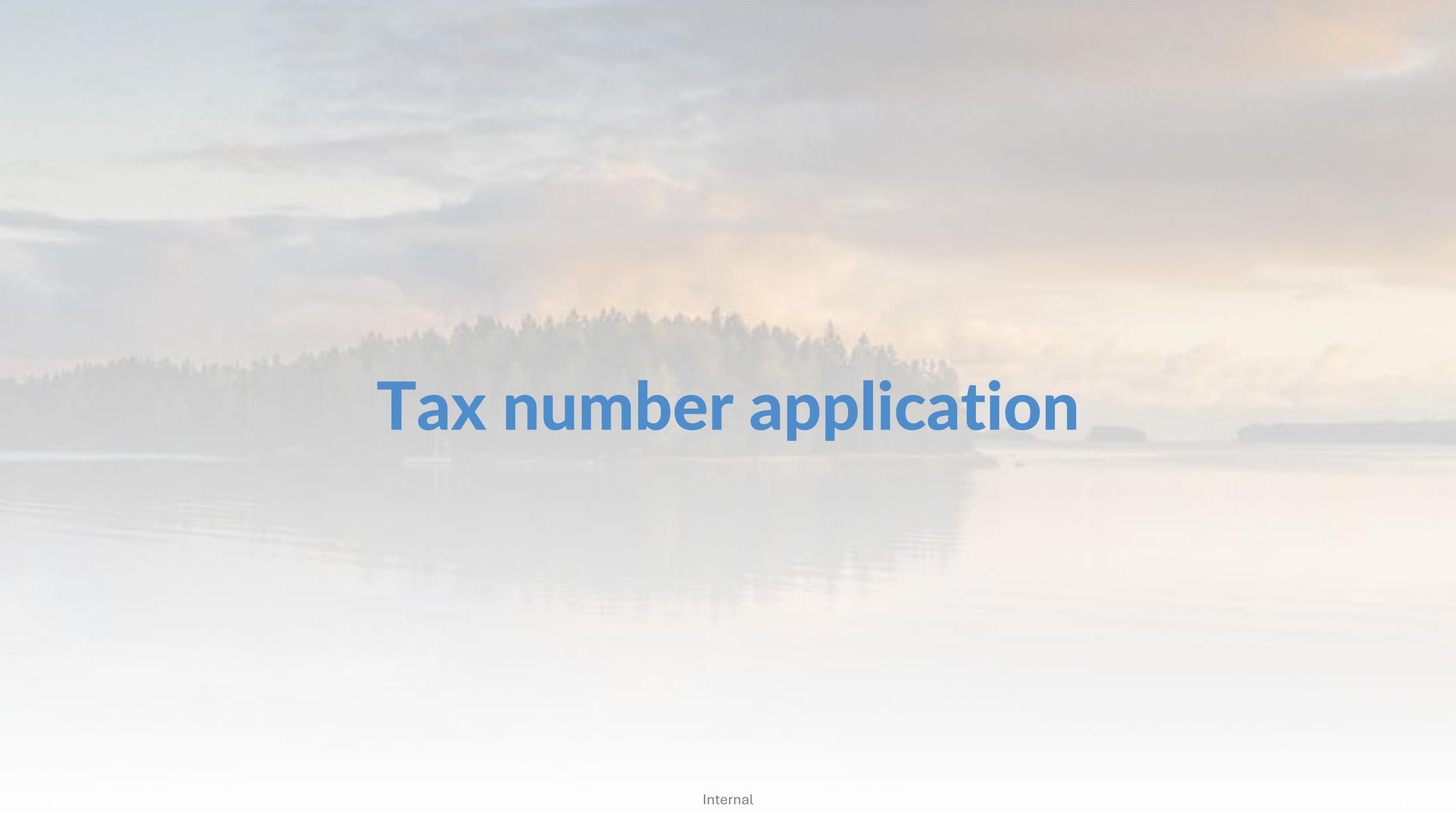
## When?

- Before the work starts (at the latest on the same day)
- Always required in the construction sector

## How?

- Use the online form: [Notification of Posting Workers](#)
- Submit a supplementary notification if key details change (e.g. site, representative, number of workers)
- If extending beyond 12 months (max 18 months), submit a notification of extension: [Notification of extension of duration of posting of workers](#)





# Tax number application



# Applying for tax number

- Everyone working at a construction site must have a tax number that has been listed in the public register of tax numbers
- A Finnish personal identity code is needed to get a tax number. Personal identity code and a tax number will be applied at the same time from the Finnish Tax Administration if a person doesn't have Finnish personal identity code yet.
- In the following slides are instructions to applying for a tax number and a Finnish personal identity code at the Finnish Tax Administration.
- Please note that the processing time is approximately 1-3 business days from the visit, requiring that all needed documents and reports have been submitted in person.





# How to manage when a person already has Finnish ID code and tax number

- If a person has previously worked on a construction site in Finland, they should already have Finnish ID code and a tax number. The same code/number stays with them permanently.
- If a person has not worked in Finland for the past 2 years, they might need to request to be listed in the register again.
- Check, whether tax number can be found from public register of tax numbers
- If not, person can make the request by calling +35829497070 (prepare to identify yourself with your Finnish ID code and/or tax number)



# How to apply for a Finnish tax number?

01

## Book an appointment to visit Tax Office

Registration of foreign employees: +358 29 497 010.  
Service points that provide Finnish personal IDs - vero.fi

02

## Fill in one of the following forms:

- A. If you are staying in Finland for 6 months or less: Tax number application non-resident tax payers
- B. If you are staying longer than 6 months: Tax number application people living abroad

03

## Fill in a Registration information on a foreigner staying in Finland temporarily and take it with you on the visit

Link: Registration information for a foreigner

04

## Alternatively, you can replace step 2 by filling the web form

Link: Web form

- Fill in approximately 2 weeks before visiting the tax office
  - This will speed up the processing of the application
- Notice:
  - Fill in the personal information as it is written in your official travel document
  - All dates are required “dd/mm/yyyy”
  - When adding multiple attachments: press ctrl-key when selecting more than 1 document
  - Maximum size limit for attachments is 50MB

05

## Visit the tax office with necessary documents listed on this and the next slide



# Necessary documentation for the tax office visit and web form

01

**A valid passport or official ID card (only for EU nationals) with a photograph for identification**

02

**Your employment contract in Finnish, English or Swedish**

Must contain the following information:

- the place where the work will be done
- job description
- Signature of the employer (must be in writing – electronic signature/stamp not adequate).

03

**If your employment contract does not describe the work to be done in Finland, the employer must write an additional statement including:**

- name of employee and name of employer
- type of employment
- what work you do in Finland
- the period you will be working in Finland
- the place where the work will be done
- who in Finland ordered the work

04

**If self employed: Trade Register Extract, copy of your commissioning contract and a description of your work in Finland**

05

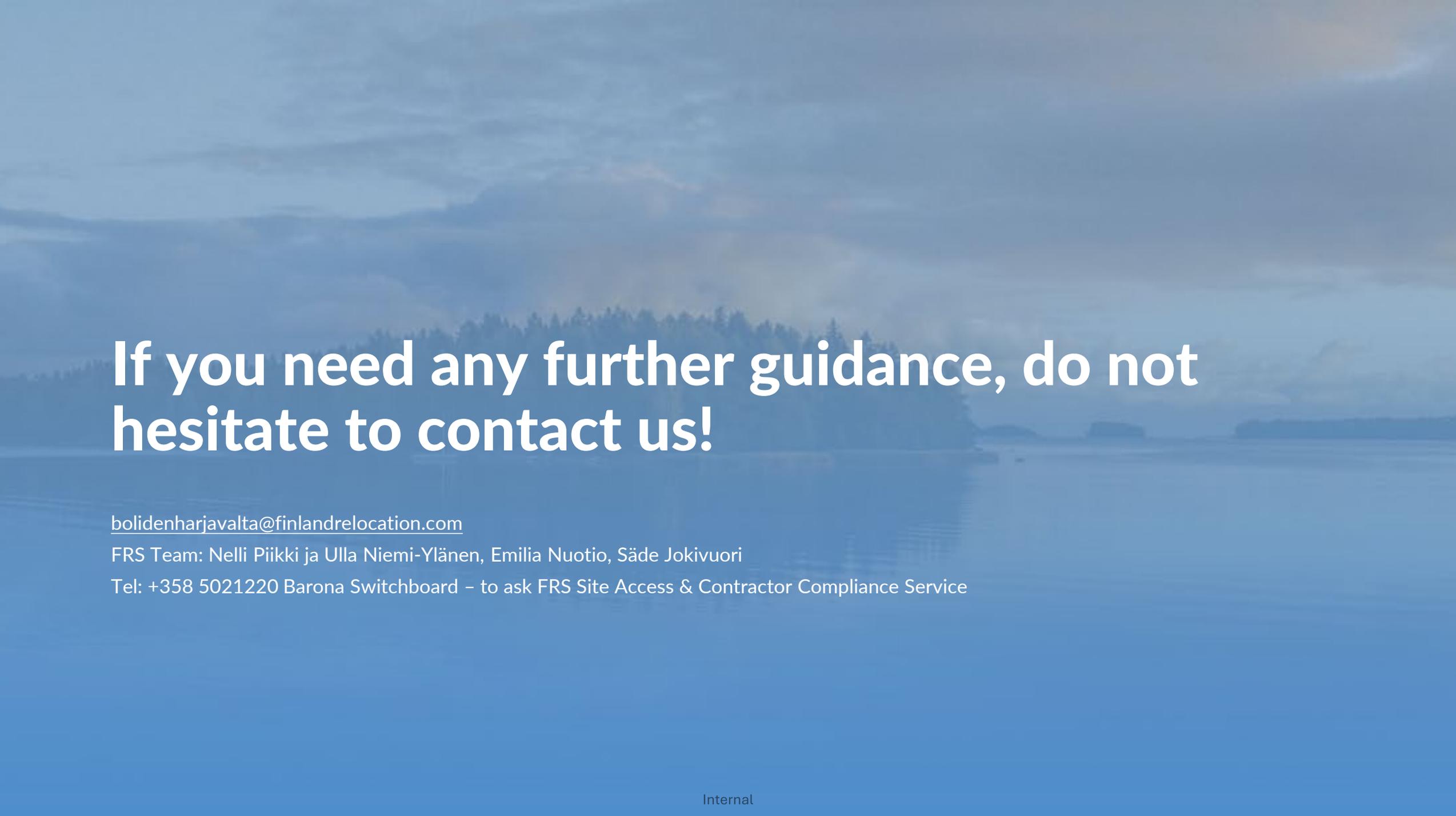
**A valid residence permit or visa (only non-EU/EAA nationals)**

If one is required: the need depends on the length of your stay and your nationality. You need to prove your right to work in Finland.

06

**A1 certificate if applicable**

**Make sure all the paperwork is in place, as if this is not the case the Tax Authorities need to open the case again and that takes more time!**



# If you need any further guidance, do not hesitate to contact us!

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FRS Team: Nelli Piikki ja Ulla Niemi-Ylänen, Emilia Nuotio, Säde Jokivuori

Tel: +358 5021220 Barona Switchboard – to ask FRS Site Access & Contractor Compliance Service