



Employer's Document Checklist

The list has been compiled in cooperation with the law firm Legal Folks 16.1.2025.

Statutory HR plans

- ▶ **workplace community development plan**, if the employer company regularly has a personnel of at least 20 employees (Co-operation Act, section 9) mikäli työnantajana toimivassa yrityksessä tai yhteisössä työntekijöiden lukumäärä on säännöllisesti vähintään 20 (Yhteistoimintalaki 9 §)
- ▶ **gender equality plan**, if the employer company or organisation regularly has a personnel of at least 30 employees (Act on Equality between Women and Men, section 6a)
- ▶ **non-discrimination plan**, if the employer company or organisation regularly has a personnel of at least 30 employees (Non-discrimination Act, section 7)

Statutory occupational safety and health documentation

- ▶ **occupational healthcare plan** (Occupational Healthcare Act, section 11)
- ▶ **occupational safety and health policy** (Occupational Safety and Health Act, section 9)
- ▶ **analysis and assessment of hazards at work** (Occupational Safety and Health Act, section 10)
- ▶ **substance abuse programme**, which is mandatory if a drug test is to be performed on jobseekers or employees (Occupational Healthcare Act, Section 11)

Other statutory documentation

- ▶ **employment contract and/or information on principal terms of work** (Employment Contracts Act, chapter 1, section 3 and chapter 2, section 4))
- ▶ **records of annual holidays** (Annual Holidays Act, section 29)
- ▶ **list of young workers** if persons under the age of 18 are recruited for at least two (2) months (Young Workers' Act, section 13)

Statutory documentation on working hours

- ▶ **working time register** (Working Time Act, section 32)
- ▶ **work schedule**, unless flexible working hours or flexiwork are used (Working Time Act, section 30)
- ▶ **working time adjustment scheme** when working time has been organised on the basis of an average, and flexible working hours or flexiwork are not in use (Working Time Act, section 29)
- ▶ **agreement on flexible working hours** if flexible working hours are used (Working Time Act, section 12)
- ▶ **flexiwork agreement** if flexiwork is used (Working Time Act, section 13)
- ▶ **stand-by agreement** if the work entails stand-by or back-up duties (Working Time Act, section 4)
- ▶ **working time account agreement** if a working time account system is used (Working Time Act, section 14)

Documentation on the processing of personal data

- ▶ **records of the processing of personal data** (General Data Protection Regulation, GDPR)

Recommended documentation

- ▶ **written orientation plan**
- ▶ **guideline on harassment and inappropriate behaviour**
- ▶ **travel instructions**
- ▶ **instructions on working from home**
- ▶ **email rules**
- ▶ **social media guidelines**
- ▶ **confidentiality commitment or agreement if required by the production**

Availability for inspection

- ▶ **Employment Contracts Act** (Employment Contracts Act, chapter 13, section 10)
- ▶ **Applicable collective agreement** (Collective Agreements Act, section 12)
- ▶ **Working Time Act** (Working Time Act, section 43)
- ▶ **Annual Holidays Act** (Annual Holidays Act, section 35)
- ▶ **Occupational Safety and Health Act** (Occupational Safety and Health Act, section 67)
- ▶ **Act on Occupational Safety and Health Enforcement and Cooperation on Occupational Safety and Health at Workplaces** (section 53)