



**1. Employee**

Last name	First name	
E-mail	Home telephone number	Work telephone number
Postal address	Postal code and locality	
The name of your trade union		
Not a member		

**2. Employer**

Name	Telephone number
Postal address	Postal code and locality
Industrial branch	Employer's business ID ("y-tunnus", if known)
Employers' association (if known)	
Not known	

**3. Details of the employment relationship**

Employment contract	Oral	Written	Valid until further notice	Valid for a fixed term
Duration	The work started on _____		Employment continues	
Employment contract ended on (terminated/cancelled _____ )		Trial period ____ months.		
The name of the applicable collective agreement				

**4. Please choose the matters for which you want to have clarification**

Information on principal terms of work in written (can no longer be requested after employment has ended).

Information on principal terms of work the working hours to be observed; for variable working hours agreed at the employer's initiative, documentation must also be submitted indicating the circumstances in which and the extent to which the employer will have a need for labour, in written (can no longer be requested after employment has ended).

A written lay-off certificate,  
requested on \_\_\_\_\_ from whom \_\_\_\_\_.

Payslip(s) for the salary paid for the following period \_\_\_\_\_ - \_\_\_\_\_.

I have requested a payslip(s) on \_\_\_\_\_ from whom \_\_\_\_\_.

Details on my working hours for the period \_\_\_\_\_ - \_\_\_\_\_. I have requested a copy of my working hours register on \_\_\_\_\_ from whom \_\_\_\_\_.

#### 4. Please choose the matters for which you want to have clarification

Certificate of the grounds for termination employment contract in writing which I have requested from whom: \_\_\_\_\_.

Certificate of employment of the duration of my employment \_\_\_\_\_ - \_\_\_\_\_, requested on \_\_\_\_\_ from whom \_\_\_\_\_.

The certificate of employment must include the duration of the employment relationship and the nature of the work duties. At the specific request of the employee, the certificate shall also include the following information:

- reason for the termination of the employment relationship
- an assessment of the employee's working skills and an assessment of the employee's working behaviour

Calculation on annual holiday pay, for holiday pay paid for the period \_\_\_\_\_ - \_\_\_\_\_.

Holiday pay calculation (holiday pay statement), requested on \_\_\_\_\_ from whom \_\_\_\_\_.

Report on annual holidays (records of annual holidays) requested on \_\_\_\_\_ from whom \_\_\_\_\_ for holiday season 2 May–30 September \_\_\_\_\_ (year).

Other information \_\_\_\_\_.

#### 5. Additional information on the matter

#### 6. Appendices to the control request form

Notice of the termination of employment / cancellation of employment

Lay-off notice / lay-off certificate

Written details of the principal terms of work / written employment contract

Certificate of employment

Calculation of annual holiday pay / holiday compensation

Payslip(s)

Other appendices

#### 7. Signature

I hereby give my consent for occupational safety and health authorities to disclose to the employer whom my report concerns and to the occupational safety and health representative of my workplace, as specified in my report, my identity, the information that I provided in my report and the fact that the enforcement action that the authorities are taking is based on a report that I filed in so far as the same is necessary for the authorities to be able to take the required enforcement action.

Occupational safety and health authorities may otherwise only disclose my identity and the fact that the enforcement action that they are taking is based on a report that I filed in so far as the authorities are legally obligated to do so.

Place and date	Signature
	Name in block letters

Personal data gathered with this enforcement request form are used for the purpose of investigating your matter in the enforcement operations of the occupational safety and health authorities. Your matter will be saved in the case management system or/and the enforcement data system of the occupational safety and health authorities. More detailed information on the processing of personal data by the occupational safety and health authorities and on the rights of the data subject as well as the contact details of the controller and the data protection officer are available at [www.tyosuojelu.fi](http://www.tyosuojelu.fi) (> About us > Data protection).

## **Things to consider when requesting inspection in an employment matter**

### **What should I do first?**

You should first try to settle the issue at the workplace with your employer or immediate supervisor. If necessary, contact the personnel representative in your workplace, such as a shop steward, an occupational safety and health representative or another person who represents the personnel. If this does not help solve the issue in your workplace, request inspection by submitting the enclosed enforcement request form for employment matters to the Division of Occupational Safety and Health of the Regional State Administrative Agency. Please remember to sign the enforcement request form.

### **What to do if you are a trade union member?**

Trade unions take care of the employment relationship matters of their members. If you are a member of a trade union, you should contact your union first. If necessary, a trade union representative will then contact the occupational safety and health authorities about the matter. Trade unions usually offer legal aid as a membership benefit. These services cannot be provided by occupational safety and health authorities.

### **How to fill in the enforcement request form?**

Fill in all necessary parts of the enforcement request form carefully. You should attach your employment contract and other supporting documents to the request, preferably as copies. At this point, you do not need to send such documents as medical certificates for a sick leave along with the enforcement request form. Make sure that the attachments are clear and legible enough. This makes it easier to handle your case. All original documents will be returned to you when the matter is processed.

Please consider carefully what issues you want to ask the occupational safety and health authorities to investigate and assess. If the request is clearly unjustified, it will not be processed.

When you are completing a claim form for outstanding wages to be submitted to your employer, occupational safety and health authorities can help you by giving advice and information on employment legislation and collective agreements. It is not, however, the duty of the occupational safety and health authorities to fill in the claim form on the employee's behalf. Claim forms for outstanding wages should always be directly submitted to the employer. Remember to keep a copy for yourself.

### **Important information on the publicity and confidentiality of documents**

When your case is processed by the occupational safety and health authorities, the related documents will be archived. Information included in a document is confidential if it is related to, for example, the person's health. The parties involved are only entitled to access confidential information included in the documents if it is relevant to the processing of the case. As one of the parties involved, your employer has the right to access the information included in the documents you have submitted to the occupational safety and health authorities.

When your case has been taken up for processing, with your consent and on the basis of the enforcement request you submitted to the occupational safety and health authorities, the employer's representatives, occupational safety and health representatives (if required) and occupational safety and health authorities involved in handling the case may not disclose to any third parties that this request has been made (concealment of information on informants). The inspector processing the case will always contact the person who submitted the enforcement request first.

The Act on the Openness of Government Activities specifies the situations in which documents must be kept confidential. It is the duty of the occupational safety and health authorities to ensure that no confidential documents are passed on to third parties and that the parties involved in the matter receive instructions on the confidentiality of documents. If you think that the material which you will be delivering to the occupational safety and health authorities includes any confidential documents, you can mark these documents as you see fit or place them in a separate bundle from the rest of the documents. The occupational safety and health authorities will then assess whether there are any legal grounds for keeping those documents confidential.

### **Referenced legislation:**

*Act on the Openness of Government Activities (621/1999)*  
*Sections 1, 11(1) and 11(2)(1) and 24 (1)(25)*

*Act on Occupational Safety and Health Enforcement and Cooperation on Occupational Safety and Health at Workplaces (44/2006)*  
*Section 10, concealment of information on informants*

### **How will the matter be processed by the Regional State Administrative Agency?**

The Regional State Administrative Agencies' Divisions of Occupational Safety and Health act as regional occupational safety and health authorities. The inspector processing the case will contact the person who submitted the request first and the employer after that.

If necessary, a written improvement notice will be issued to order the employer to take care of the reported non-conformances. The employer may also be asked to supply further information concerning such matters as the employees' working hours register, annual holidays or other information necessary for processing the matter. The person who submitted the enforcement request is always entitled to receive any documents concerning them. If necessary, an inspection report will be drawn up after assessing the matter.

### How long does it take to process the request?

When you submit an enforcement request in an employment matter to occupational safety and health authorities, it will be taken up for processing within two weeks of filing the request.

### How much does the processing cost?

Having employment matters assessed by a Regional State Administrative Agency is free of charge for both parties of the employment relationship.

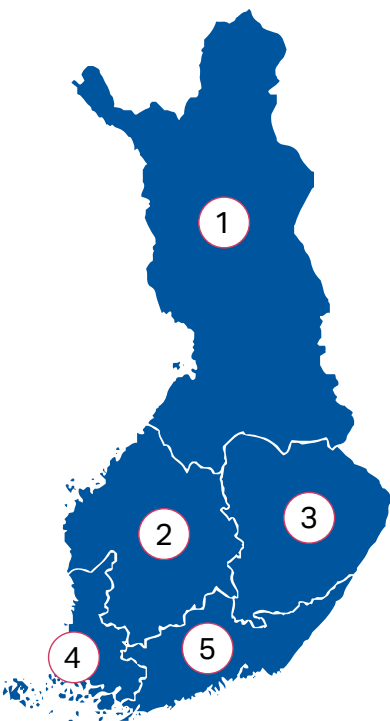
### What happens after the Regional State Administrative Agency has finished processing the case?

If the employment matter under dispute (such as disagreements about unpaid wages or grounds for termination of employment) cannot be settled, the case can be referred to the court. You can ask for legal aid from your trade union, state legal aid offices or law offices. The competence of the occupational safety and health authorities does not include assisting the parties in the workplace, resolving conflicts, participating or assisting in the processing of civil law disputes or claims for compensations in court. This is due to the fact that these matters fall within the scope of supervision of interests and civil law.

### Where do I send my request?

Sign your enforcement request and send the original to the division of occupational safety and health in the region where you work by mail or in some other manner.

If you want to submit your enforcement request by e-mail, we recommend using the secure connection of the Regional State Administrative Agency. Use the secure e-mail connection at least for sending documents with confidential or otherwise sensitive information. Send the secure e-mail via the Regional State Administrative Agencies' website at [www.avi.fi/en/contact-information](http://www.avi.fi/en/contact-information). Direct link for sending a secure e-mail: <https://turvaviesti.avi.fi>. In any case, please remember to sign the enforcement request form.

<b>1. Northern Finland</b> (North Ostrobothnia, Kainuu, Lapland)	Regional State Administrative Agency of Northern Finland Occupational safety and health division P.O. Box 11, 13035 AVI tyosuojelu.pohjois@avi.fi	
<b>2. Western and Inland Finland</b> (Tampere Region, Central Finland, South Ostrobothnia, Central Ostrobothnia, Ostrobothnia)	Regional State Administrative Agency of Western and Inland Finland Occupational safety and health division P.O. Box 10, 13035 AVI tyosuojelu.lansi@avi.fi	
<b>3. Eastern Finland</b> (Etelä-Savo, Pohjois-Savo, North Karelia)	Regional State Administrative Agency of Eastern Finland, Occupational safety and health division P.O. Box 8, 13035 AVI tyosuojelu.ita@avi.fi	
<b>4. Southwestern Finland</b> (Satakunta, Southwest Finland, Åland)	Regional State Administrative Agency of Southwestern Finland Occupational safety and health division P.O. Box 9, 13035 AVI tyosuojelu.lounais@avi.fi	
<b>5. Southern Finland</b> (Uusimaa, Kanta-Häme, Päijät-Häme, Kymenlaakso, South Karelia)	Regional State Administrative Agency of Southern Finland Occupational safety and health division P.O. Box 7, 13035 AVI tyosuojelu.etela@avi.fi	

To find more detailed contact information and search the right Division of OSH by municipalities, go to [www.tyosuojelu.fi](http://www.tyosuojelu.fi) (on page Services and contact information > Contact Information).