



Työllisyysrahasto

Sysselsättningsfonden | Employment Fund

Code of Conduct

for Supplier

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Introduction

Employment Fund's duties are based on the Act on the Financing of Unemployment Benefits and the Government Decree on the Rules of Procedure of Employment Fund. Other legislation (e.g. Employment Contracts Act and the Act on Adult Education Benefits) also contains provisions on the Fund's duties.

We collect unemployment insurance contributions which are used e.g. to fund most of the unemployment security, earnings-related pensions accumulated during unemployment security, pay security, and transition security for employees aged 55 or over. We also fund adult education allowances and scholarships for qualified employees. We grant adult education allowances until the end of 2025. Our clients are all employers that provide employment as well as employees aged 18-64 in Finland.

We operate in the administrative branch of the Ministry of Social Affairs and Health. Employment Fund is an independent fund managed by labour market parties and supervised by the Finnish Financial Supervisory Authority.

Our operations are based on our shared values:

- Our customers come first
- We renew, we evolve, we act
- We are a united team.



1 Validity

This Code of Conduct for Suppliers defines the minimum principles that each supplier providing products or services to Employment Fund (hereinafter called “the Supplier”) must comply with when cooperating with Employment Fund.

These minimum principles are consistent with the UN Guiding Principles on Business and Human Rights, the Global Compact and the ILO Declaration on Fundamental Principles and Rights at Work.



2 Application

Our Suppliers must undertake to comply with this Code of Conduct and ensure that the minimum principles set out in the Code of Conduct are met in their own actions and their supply chains.



3 Compliance with legislation and honest practices in industrial or commercial matters

In addition to legislation, the Supplier must comply with Employment Fund's Code of Conduct for Suppliers when providing services, goods and solutions to Employment Fund.

The Supplier shall not directly or indirectly request or accept any payments or other compensations that could affect the supplier's business decisions in a way not in keeping with honest practices in industrial or commercial matters.

The Supplier

- undertakes to compete honestly and ethically.
- ensures that confidential business information is kept confidential.
- maintains accurate and appropriate information on their business operations in the registers of public authorities as required by legislation.
- manages payments and other obligations relevant to their business activities appropriately throughout the supply chain.
- does not accept corruption, including extortion and bribery. The Supplier does not offer, promise or give gifts that may result in dependency or expectation of returning the favour.
- does not accept money laundering in any form.



4 Sustainable procurement

The Supplier undertakes to contribute to preventing prohibited restrictions of competition and to support sustainable procurement in its supply chain.

Sustainable procurement means that the Supplier commits to carefully selecting its business partners, and identifying and preventing illegal business activities in their supply chain or risks related to violations of this Code of Conduct.



5 Environment

The Supplier ensures that the goods and services it sells have been produced in an environmentally responsible manner. The Supplier seeks to conduct environmental impact assessments covering the entire life cycle of goods and services and to set requirements for environmental friendliness and carbon footprint reduction also in its supply chain. Any generated waste is recycled and/or disposed of in a legal and responsible manner.

The Supplier is encouraged to use a certified environmental management system or a systematic environmental management scheme described in writing and to use and develop environmentally friendly solutions.



6 Protection of property and information

The Supplier undertakes to use and store carefully the property and information provided to it in the contractual relationship between Employment Fund and the Supplier.

The Supplier respects the immaterial property rights of Employment Fund and third parties and undertakes to protect Employment Fund's confidential information from unauthorised use and publication.



7 Human rights and working life

The Supplier is obliged to respect human rights both in its own operations and in its supply chain and takes care of employee well-being.

Through operational practices, and monitoring and steering mechanisms, the Supplier seeks to ensure that it is not involved, directly or indirectly, in human rights violations. The Supplier also requires the respect of human rights from companies belonging to its supply chain.

The Supplier

- recognises the right of employees to organise, and their right to join or not to join organisations of their choice.
- prohibits the use of child labour. If child labour is detected, the Supplier intervenes in the situation.
- prohibits the use of forced labour. Forced labour can be identified using ILO indicators of forced labour.
- treats employees with dignity and respect and prohibits all forms of discrimination against employees.
- supports the acceptance of diversity and equal opportunities for employees.
- prohibits and seeks to prevent intimidation and harassment of employees.
- provides terms of employment in a language that the employees understand.
- pays for normal working hours and overtime at least the applicable minimum wages in accordance with national laws or general industry practice.
- complies with the legislation applicable to working hours.



8 Safety and health at work

The work environment must be healthy and safe for employees. This means that, at the workplace, employees are not exposed to conditions that may pose a risk to their physical or mental health.



9 Compliance

The purpose of the transparency of the supply chain is to ensure compliance with the obligations imposed by this Code of Conduct. The Supplier and/or its parent company shall publish a free-form responsibility report on an annual basis.

To monitor compliance with the obligations, Employment Fund may require the supplier to present reports and documents, to correct observed shortcomings and to present a report on the completion of corrective measures. Employment Fund may audit the supplier and/or its subcontractors in accordance with the terms of the procurement contract.



10 Reporting violations

Any activities in violation of this Code of Conduct for Suppliers may be reported to Employment Fund as follows:

- By email hankinnat@tyollisyysrahasto.fi
- Employment Fund has also a whistleblowing channel where you can report matters falling within its scope of application <https://report.whistleb.com/en/tyollisyysrahasto>. The whistleblowing channel can also be accessed on Employment Fund's external website.





Turvaa työn muutoksissa
Työllisyysrahasto