

# The rules of working life

As a young worker, you will be affected by the same rights and obligations as more experienced employees at your workplace. These instructions will explain how your work is organized and what is expected of you in your job.

**Contract of employment and work:** The contract of employment is used for you and your employer to agree on your core responsibilities, working hours, place of work, pay, trial period, termination of employment and other key employment conditions. Some of these conditions are set by the collective agreement for your field and they cannot be deviated from.

Your primary responsibility is to arrive for work at the agreed time and perform the tasks designated to you. In addition, you should follow the rules set by your employer and treat others with respect.

If you are unable to come to work because of illness or some other pressing reason, remember to immediately inform your supervisor, who, if need be, can give you more precise instructions on such things as visiting a doctor.

A contract of employment is not made for project work that is part of your studies; rather, you are insured as a student from an educational institution. However, health and safety and non-disclosure regulations still apply.

**Your employer's rules and guidelines** on working methods, house rules and, for example, the treatment of colleagues and customers are necessary so that all employees can work in the same way. Rules and guidelines are used to help create a pleasant working environment and ensure that each employee is treated equally.

Your supervisor's task is to ensure that you can manage in your work and that you know the ways of the house. Always turn to your supervisor if you are unsure what is expected of you.

**Medical examination:** Companies almost always require that new employees attend a medical examination either before commencement of employment or during the trial period. The examination simply provides your employer with a statement on your fitness for work in the position in question; the actual results of the examination are not given to your employer. The examination may also include a drugs test.

**Health and safety** regulations must be followed in all cases. Check with your supervisor that you have completed all the required health and safety training and all the required safety equipment is at your disposal before you start work.

You must not be a danger to yourself or your colleagues in your work. Ensure that you have properly understood the instructions given to you. If you notice that your tools or safety equipment are faulty, tell your supervisor immediately.

Health and safety also means that no one is bullied or discriminated against in the workplace.

**Trade secrets:** At work you will learn how your employer functions as a company and what its business idea is. You may hear things that relate to a product's technical specifications, production or pricing. This information is confidential, so remember not to disclose it to people outside the company. Please ensure that you pay attention to your employer's instructions regarding the use of social media.

**Pay:** Your employer pays your salary and withholds tax and insurance contributions, which are paid, among other things, to provide compensation in the event of illness. Pension contributions are also collected from the salary of over-18-year-olds.

**The trial period** is the period at the beginning of employment when the contract of employment can be terminated by either party without a period of notice. There is no need for your employer to justify termination of employment during the trial period, but the reason cannot be inappropriate, such as discrimination. The trial period should be separately agreed; its maximum duration is usually four months.

**Warning:** If you do not perform your job or if you otherwise break your employer's rules and guidelines you may be given a warning. Then you have the opportunity to change your behavior, under threat that if the infringement is repeated you may be dismissed or your employment contract terminated

**Termination of employment** in the case of a permanent position an employee can either resign or be dismissed, or the contract of employment can be terminated. In the case of a dismissal or resignation, the contract of employment expires after the period of notice. You can resign without stating the reason, but your employer always needs to state the cause for a dismissal. If you have been working for less than one year, the period of notice is usually two weeks for both employer and employee.

A fixed-term contract expires on the day designated in the contract unless the contract contains specific conditions when either you or your employer can terminate it in the event of resignation or dismissal.

*Wishing you enjoyable work and a successful career!*