

A photograph of three people in a meeting. A woman with long blonde hair, wearing a white sweater and a colorful patterned scarf, is sitting on a wooden bench and smiling at the camera. In the background, a man in a plaid shirt and a woman in a pink and white striped shirt are sitting on a wooden bench, looking at a laptop. A round wooden table in the foreground has a laptop, a water bottle, and a power strip on it. The room has light-colored walls and a wooden floor.

√incit **TERMS OF EMPLOYMENT**

CONTENTS

1.	Foreword	Page 5
1.1	Scope	6
1.2	Basic Rights	6
1.3	Management Rights	6
1.4	Validity	6
1.5	Definitions	6
2.	Employment Relationship	Page 7
2.1	Start of Employment	7
2.2	End of Employment	7
3.	Compensation	Page 8
3.1	Employee's salary	8
3.2	Monthly Salary Divider	8
3.3	Interns and Summer Employees	8
3.4	Salary Adjustments	8
4.	Working hours and Travel	Page 9
4.1	Regular Working Hours and Organization	9
4.2	Public Holiday Weeks	9
4.3	Rest Periods and Breaks	10
4.4	Flexible Working Hours	10
4.5	Worktime Bank	12
4.6	Overtime and its Compensation	14
4.7	Sunday Work Compensation	14
4.8	On-Call Duty	14
4.9	Emergency Work	15

4.10	Deviations from Working Time Provisions by Local Agreement	15
4.11	General Travel Provisions	15
4.12	Travel Time	15
4.13	Reimbursement of Travel Expenses	16

5. Wellbeing, Absences and Leaves **Page 18**

5.1	Paid Sick Leave	18
5.2	Prerequisites for Sick Pay And Reimbursement Of Travel Expenses	19
5.3	Travel Costs and Per Diems During Illness	21
5.4	Salary During Pregnancy and Parental Leave	21
5.5	Pay for Pregnancy Leave	21
5.6	Pay for Parental Leave	21
5.7	Deductions From Salary for Pregnancy and Parental Leave	21
5.8	Child Falling Ill	22
5.9	Absence Due to an Unforeseen or Compelling Reason or to Help Aging Parents	22
5.10	Other Paid Absences	22
5.11	Flexible Daily Leave System	23
5.12	Duties of Trust	23
5.13	Earning and Taking Annual Leave	23
5.14	Organizing a Vacation for a New Employee	23
5.15	Holiday Pay	24

6. Professional Development **Page 25**

6.1	Univincity Concept	26
6.2	Planning Your Own Development	26
6.3	Development of Strategic Competence	26
6.4	Completion of Certificates	26
6.5	Competence Development Bonus	26
6.6	Education Budget	

7.	Bargaining orders	Page 27
7.1	Local Agreement	27
7.2	Resolution of Disputes	27
7.3	Group Life Insurance	27
Appendix 1	Employee Representation	Page 28
1§	Scope of the Agreement	28
2§	Employee Representative	28
3§	Election of the Employee Representative	28
4§	Collaboration and Goal Discussion	29
5§	Employment Relationship of the Employee Representative	29
6§	Duties of the Employee Representative	30
7§	Employee Representative's Right to Information	30
8§	Work Release for Employee Representatives	32
9§	Compensation for Employee Representatives and Reimbursement for Lost Earnings	32
10§	Office and Storage Facilities for Employee Representatives	33
11§	Occupational Safety Representative	33
12§	Administrative Representative	34
13§	Training for Employee Representatives	35
14§	Validity of the Agreement	35
Appendix 2	Salary Settlement	Page 36

1. FOREWORD



Vincit's General Terms of Employment formalize our shared goals for a responsible, sustainable, equitable, and fair working life. They bring together guidelines related to work practices, days off, absences, and compensation.

The purpose of these terms is to enable work-life balance in various life situations and encourage Vincitizens in their professional development. Through these terms, we also aim to ensure that matters related to Vincit employees' employment relationships are transparent and clear.

The terms of employment have been developed in collaboration between the employer and employees. They are based on Vincit's core value: we believe that when individuals, communities, and the company thrive, we can create extraordinary things together.

The employer has implemented these terms of employment through its decision-making process and may unilaterally amend them, except for the terms agreed upon with employee representatives. Any plans to reduce benefits will be discussed with employee representatives before a final decision is made.

The terms of employment are written in Finnish and English. In the event of discrepancies between the translations, the Finnish version shall take precedence.

	Description	Terms of Employment
1.1 Scope	These general terms apply to all Vincit employees in Finland, except for individuals working under executive agreements.	<p>These terms of employment apply to employees in an employment relationship with Vincit Oyj, Vincit Helsinki Oy, and Vincit Solutions Oy.</p> <p>The terms of employment do not apply to the management of the companies or individuals representing the employer in determining employees' terms of employment. Such individuals include, for example, members of the company's board of directors, the CEO, members of the management team, and individuals working under executive agreements.</p>
1.2 Basic Rights	As an employee, you have the freedom to choose whether or not to join a trade union.	The right to organize is inviolable for both parties.
1.3 Management Rights		The employer has the right to manage and supervise work and to govern employment relationships.
1.4 Validity	The terms of employment are reviewed annually with the employer and employees.	These terms of employment are valid starting January 1st 2025, for a fixed term until December 31 2026 or until the company transitions to following the collectively agreed-upon collective bargaining agreement.
1.5 Definitions	<p>Detailed descriptions of the parties involved in the terms of employment.</p> <p>General guidelines and principles refer, for instance, to travel-related instructions or salary principles.</p>	<p>Employee</p> <p>In these terms of employment, an employee refers to a person employed by a company to which the terms of employment apply and who falls within the scope of these terms.</p> <p>Employer</p> <p>The employer refers to the companies to which the terms of employment apply.</p> <p>Company Practices</p> <p>The "Description" and "Terms of Employment" columns describe the company's practices. Company practices refer to the current practices of the company, which should not be interpreted as legally binding provisions.</p> <p>The purpose is to describe how the employer applies these terms of employment within the company. Practices may change at any time due to, for example, legislative amendments, changes in guidelines issued by the tax authorities, or any other reason deemed appropriate by the employer at its sole discretion.</p>

2. EMPLOYMENT RELATIONSHIP

We want to be a workplace where everyone can be themselves and an active part of the community. We believe that great collaboration is built on transparency, trustworthiness, and flexibility.

We use our heads and hearts in our work and decision-making. We consider our own goals, shared goals, and those of our clients, along with the responsibility and sustainability of our decisions.

We want every Monday at Vincit to be better than the previous one.

	Description	Terms of Employment
2.1 Start of Employment	The employment contract is made in writing before the first working day.	The employment contract must be completed in writing before the start of employment. The probationary period at the start of the employment is a maximum of six (6) months.
2.2 End of Employment	When resigning, check your notice period in your employment contract.	If an employee terminates the employment relationship, the notice period is as stipulated in the employment contract or by law, unless otherwise agreed upon at the time of termination. If the employer terminates the employment, the following notice periods apply unless longer or shorter notice periods have been agreed upon or otherwise determined at the time of termination: <ul style="list-style-type: none">• 1 month if the employment has lasted up to four years• 2 months if the employment has lasted more than four years but no more than eight years• 4 months if the employment has lasted more than eight years but no more than 12 years• 6 months if the employment has lasted more than 12 years

3. COMPENSATION

It is important to us that our salaries are competitive and equitable, reflecting your role, work experience, and education. We ensure that your skills have opportunities to develop and that your salary aligns with your abilities.

At Vincit, rewards are also tied to shared success. We recognize and reward employees for taking ownership of our business, community, and customers.

In addition, we offer Vincitizens a wide range of employment benefits, allowing you to build a package that suits your needs. Vincit employees can also choose to participate in the employee fund.

	Description	Terms of Employment
3.1 Employee's salary	Your salary is agreed upon with the employer before drafting the employment contract.	The employee's salary is determined by the employment contract, ensuring that the salary is at least in line with the minimum salary table specified in the currently valid nationwide collective agreement for the IT service sector.
3.2 Monthly Salary Divider	Hourly pay is calculated by dividing the monthly salary by a maximum of 158. This divider is used to convert the monthly salary into an hourly wage when needed, such as for calculating overtime compensation.	The divider for determining the hourly wage for monthly salaried employees is a maximum of 158.
3.3 Interns and Summer Employees	<p>An intern is paid at least 85% of the minimum salary for the task in question.</p> <p>A summer employee with no prior experience is paid at least 75% of the minimum salary.</p>	<p>Interns</p> <p>The salary for the internship period is at least 85% of the salary for the task in question. Exceptions may be agreed upon for interns who lack the required experience for the job and whose educational requirements include an internship period or phases.</p> <p>Summer Employees</p> <p>The salary for a summer employee without vocational training or work experience in the field is at least 75% of the minimum salary for the position.</p>
3.4 Salary Adjustments		Salary adjustments are made in accordance with the agreed salary solution. The salary solution is described in the appendix to these terms of employment.

4. WORKING HOURS AND TRAVEL

At Vincit, we hold our employees' work-life balance in high value. We accommodate various ways of working and solutions that support individual wellbeing. Personal preferences are aligned with the needs of the team and the client.

Vincit helps you succeed in your work through flexibility in working hours and tools, whether you work at your own or a client's office, in a hybrid setup, or remotely.

We monitor Vincit employees' working hours and wellbeing to identify and prevent challenges related to work-life balance.

Our travel guidelines are available separately on Vincit's intranet and are not part of this agreement. When making travel decisions, we consider sustainability, circumstances, and the specific needs of different roles and client relationships.

	Description	Terms of Employment
4.1 Regular Working Hours and Organization	<p>Your daily working hours are typically 7.5 hours per day, five days a week.</p> <p>The maximum length of a workday is 11.5 hours per day.</p>	<p>Regular Working Hours</p> <p>Regular working hours are up to 7.5 hours per day and 37.5 hours per week unless otherwise agreed with the employee. Actual working hours may exceed or fall short of regular working hours within the flexible working hours limitations.</p>
4.2 Public Holiday Weeks	<p>Workweeks deviating from the norm.</p>	<p>Days off that reduce the regular weekly working hours of a public holiday week are those holidays that fall on weekdays other than Saturdays:</p> <ul style="list-style-type: none">• New Year's Day• Epiphany• Good Friday• Easter Monday• May Day• Ascension Day• Midsummer Eve• Independence Day• Christmas Eve• Christmas Day• Boxing Day

Description

4.3 Rest Periods and Breaks

It is important to take breaks during work and ensure sufficient rest.

Terms of Employment

Days Off and Breaks in Daytime Work

Saturdays and Sundays are primarily days off. If service needs require, Saturdays may be agreed as working days with the employee's consent, in which case another day off during the week, preferably Monday, is given.

Workweek and Workday in Daytime Work

The workweek starts on Monday. A workday aligns with the calendar day.

Breaks

Employees are entitled to a lunch break of at least 30 minutes, which is not included in the regular daily working hours.

Work includes two breaks per day, taken at the most convenient times for work.

4.4 Flexible Working Hours

Vincit follows flexible working hours. In the flexible working hours system, there is an opportunity to schedule work hours within agreed limits and taking work obligations into account, which supports wellbeing and makes it easier to balance work and leisure time.

Fixed working hours are from 10:00 AM to 2:00 PM.

Flexibility Ranges:

- Morning: 6:00 AM - 10:00 AM
- Evening: 2:00 PM - 10:00 PM

Flexible working hours allow a balance to vary between +40/-20 hours.

The employee's working hours are flexible as follows:

- Work begins and ends between 6:00 AM and 10:00 PM. Continuous fixed working hours are from 10:00 AM to 2:00 PM. However, the employee is required to attend scheduled activities such as, but not limited to, client meetings, weekly meetings, or training sessions.
- The daily maximum deviation from regular working hours is ± 4 hours. Therefore, the daily working hours must be at least 3.5 hours and no more than 11.5 hours unless overtime is separately agreed upon. On-call duty and related practices are agreed upon separately between the employee and supervisor, with compensation governed by local agreements.

The maximum allowed accumulation for time balances is +40 hours, and the maximum allowed deficit is -20 hours at the end of a four (4) month adjustment period.

During the adjustment period, the time balance may exceed +40 hours or fall below -20 hours.

Adjustment Periods:

- 1.1-30.4.
- 1.5.-31.8.
- 1.9.-31.12.

Flexible working hours have been agreed upon locally.

Flexible working hours can be agreed upon separately if deemed necessary. The agreement must be made in writing.

Description

4.4 Flexible Working Hours (continued)

Terms of Employment

Use of Compensatory Time Off

Overtime accrued from regular working hours is primarily reduced through compensatory time off (“liukumavapaa”) or transferred to the working time bank maintained by the employer. Compensatory time off should be granted as full working days if the employee requests it. Compensatory time off is considered equivalent to time at work under Section 7 of the Annual Leave Act.

Sick Leave Before Compensatory Time Off

If the employee falls ill or becomes incapacitated before the compensatory time off begins, the absence is considered due to incapacity, and the compensatory time off is postponed to be taken later for the days overlapping with the sick leave.

Sick Leave During Compensatory Time Off

If incapacity begins during compensatory time off, the employee has the right, upon request, to postpone any compensatory days exceeding five (5) “self-liability days” of illness. These self-liability days are calculated on a calendar-year basis. If incapacity lasts fewer than five (5) days, those days are deducted from the employee’s self-liability days. The self-liability day count resets to five (5) at the start of a new calendar year.

Parents of a sick child are entitled to temporary leave primarily to arrange childcare. When the employee is on leave and childcare is arranged, the compensatory time off does not transfer.

Time Balance Upon Termination of Employment

When the employment relationship ends during an adjustment period, the goal is to balance any accumulated surplus or deficit of regular working hours before the termination. If the balance cannot be adjusted before the employment ends, compensation is paid for surplus hours at the regular hourly wage rate. Similarly, deductions are made from the final salary for any unadjusted deficit of regular working hours.

Description

4.5 Worktime bank

If you wish, you can transfer your flexitime balance or cash compensations (such as overtime pay or bonuses) to the worktime bank and convert them into days off.

Terms of Employment

The worktime bank is a system in which an employee who is a member can save time or cash-based benefits converted into free time and withdraw free time from the bank in the manner described below. The employer maintains the worktime bank account.

Saving in the worktime bank is voluntary.

The following items can be deposited into the worktime bank (converted into free time):

- Flexitime balance accruals
- Overtime compensation and its additional portions
- Performance, bonus, or profit-related rewards

Cash compensations are converted into hours and minutes when transferred to the worktime bank, based on the employee's fixed salary at the time of the deposit. The employee's fixed salary at the time of the deposit refers to the employee's base salary (hourly or monthly wage).

The worktime bank may contain a maximum of 150 surplus hours ("Worktime bank savings") at any given time.

Using Worktime Bank Leave

The employee can withdraw free time from the worktime bank by agreeing on time off with their supervisor and/or project team ("worktime bank leave"). The leave is taken in full days (7.5 hours/day). The employee will be granted leave based on a request made at least two (2) weeks in advance, whenever possible. If the work situation does not allow the desired leave to be taken, the supervisor may suggest an alternative time for the leave. The employer must offer the leave within six (6) months of the employee's original request. The employee is always entitled to take at least two (2) weeks of accrued worktime bank leave per calendar year. If the supervisor exceptionally determines the timing of the leave, the employee has the right to receive monetary compensation instead of the leave.

When the employee uses the leave accrued in the worktime bank, they will be paid their fixed salary according to the time of the leave. Worktime bank leave is considered working time equivalent under Section 7 of the Annual Leave Act. During the leave, the employee is entitled to employment benefits.

The employer has the right to require the employee to take time off from the worktime bank if mandatory legislation or the occupational safety authority requires the employer to ensure that a certain amount of saved leave in the bank is granted within a specified period, and this deadline is approaching. In the event of a potential layoff, any positive hour balance will be used before personal layoff, unless otherwise agreed.

Unless otherwise agreed by the supervisor and/or project team and the employee, the employee does not have the right to cancel or change the confirmed leave. The worktime bank leave notified to the employee is also binding for the employer.

**4.5 Worktime bank
(continued)****Illness before the start of worktime bank leave**

If the employee falls ill or becomes otherwise incapable of working before the start of their worktime bank leave, and the incapacity coincides with the scheduled worktime bank leave, the employee's absence will be considered as due to incapacity, and the worktime bank leave will be rescheduled to be taken later for the period that overlaps with the illness-related absence.

Illness during worktime bank leave

If incapacity to work begins during worktime bank leave, the employee has the right, upon request, to have worktime bank leave days exceeding five (5) days (the "deductible days") moved to a later date. These deductible days are calculated on a calendar-year basis. If the employee's incapacity lasts for less than the five (5) days mentioned above, those days will be deducted from the employee's deductible days.

The number of deductible days resets to five (5) at the start of each new calendar year.

The parent of a sick child has the right to take temporary childcare leave primarily to arrange the child's care. If the employee is on leave and the child's care has already been arranged, the worktime bank leave will not naturally be transferred.

Worktime bank balance at the end of employment

The employee is responsible for ensuring that the accrued time off in the worktime bank is used. Upon the termination of this Agreement or the employee's employment contract, the primary goal is to ensure that any remaining worktime bank balance is used up before the end date. If the balance cannot be used up before the termination of this Agreement or the employee's employment contract, compensation equivalent to the employee's fixed salary at the termination date will be paid for the unused worktime bank balance.

The worktime bank has been agreed upon locally.

Description

4.6 Overtime and Its Compensation

Overtime is rare and always agreed upon separately between the employer and the employee.

Terms of Employment

Overtime

Overtime refers to work performed beyond the maximum regular working hours, initiated by the employer and agreed upon by the employee. This includes:

- Daily overtime: work exceeding 7.5 hours per day.
- Weekly overtime: work exceeding 37.5 hours per week.

Overtime must always be agreed upon in writing and in advance with the client, as well as the project manager or client representative. If the overtime involves work outside client projects, it must be agreed upon in advance with the supervisor.

Compensation for Daily Overtime

Daily overtime is compensated as follows:

- The first two (2) hours are paid at a 50% increased rate.
- Subsequent hours are paid at a 100% increased rate.

Compensation for Weekly Overtime

Weekly overtime is compensated as follows:

- The first eight (8) hours are paid at a 50% increased rate.
- Subsequent hours are paid at a 100% increased rate.

Compensation as Equivalent Time Off

With the employee's consent, overtime may be compensated as equivalent time off at an increased rate. The time off must be granted within two months of the work being performed if the employee requests it.

Overtime and its compensation have been agreed upon locally.

4.7 Sunday work compensation

Sunday work is always agreed upon separately.

Work Performed on Certain Public Holidays

For work performed on Sundays, religious holidays, May Day, Independence Day, or after 5:00 PM on New Year's Eve, an additional bonus equivalent to the Sunday work increment specified in labor law is paid, in addition to the regular pay for those hours.

4.8 On-call duty

You will always know if you are assigned on-call duty. The terms and practices of on-call duty are always agreed upon between the employee and the employer.

The terms and compensation for on-call duty are documented in writing with the on-call employee. On-call compensation is 40% unless otherwise mutually agreed upon.

On-call duty has been agreed upon locally.

Description

Terms of Employment

4.9 Emergency Work

You will always be informed if you are performing emergency work. The terms and practices of emergency work are always agreed upon between the employee and the employer.

Emergency work is performed based on an emergency call, requiring the employee to work outside regular working hours.

Emergency work is compensated with a minimum of one hour's pay, along with an emergency allowance as follows:

- a) If the call is made after regular working hours or on an employee's day off but before 9:00 PM, an emergency allowance equivalent to 2 hours' pay is provided.
- b) If the call is made between 9:00 PM and 6:00 AM, an emergency allowance equivalent to 3 hours' pay is provided.

If the work described in case (b) above constitutes daily overtime, the overtime compensation for emergency work is immediately 100%.

Emergency work is always agreed upon with the team, project, service, or supervisor.

If performing emergency work requires travel, the travel time is considered as working time.

4.10 Deviations from Working Time Provisions by Local Agreement

Local agreements may allow deviations from the working time provisions outlined in sections 4.1, 4.3, 4.8, and 4.9 of this agreement, provided that all mandatory legal requirements are adhered to.

Any potential transition to shift work and its conditions must also be agreed upon locally.

4.11 General Travel Provisions

If your job requires travel, the company's travel guidelines are followed.

Travel Obligation

Employees are obligated to undertake travel required by their work duties as well as training trips assigned by the employer. Travel must be conducted in an efficient manner, minimizing time and costs to the extent necessary for fulfilling the task.

Start and End of Business Travel and Travel Days

Business travel and travel days qualifying for per diem allowances begin when the employee departs from their workplace or, if separately agreed, from their home before the start of regular working hours. They end when the employee returns to their workplace or, after regular working hours, directly to their home.

4.12 Travel Time

Travel time is compensable when it occurs during the employee's free time as required by the employer or client.

For travel during free time, compensation is provided at the basic salary rate, up to 8 hours on a working day and 16 hours on a day off. Travel time is calculated in full and half hours.

Travel time is not considered working time. This benefit may also be implemented through a locally agreed fixed monthly compensation.

If the employer provides the employee with a sleeping arrangement, no compensation is paid for travel time between 9:00 PM and 7:00 AM.

Description

4.12 Travel Time (continued)

Terms of Employment

When calculating the fulfillment of regular weekly working hours to determine weekly overtime, travel time is included up to the maximum regular daily working hours allowed by the working time system. This applies to travel days when regular daily working hours would not otherwise be fulfilled. These hours, however, are not considered actual working hours.

Travel time during free time is not compensated in the following cases:

- a) If compensation for travel during free time has been accounted for in the employment terms, as documented in the employment contract or later agreed, for example, through a higher salary that reflects the demands of the role.
- a) If the employee has independent control over the placement of their working hours and work tasks do not dictate when travel begins or ends.

This provision does not apply to international travel or participation in training events.

4.13 Reimbursement of Travel Expenses

The current guidelines at the time of implementing these terms of employment are available internally on our intranet. These guidelines describe the company's practices and are not part of these terms of employment.

Travel Expenses

The employer reimburses all necessary additional costs incurred during business travel. These include:

- Accommodation costs
- Ticket prices for transportation
- Baggage fees
- Sleeper berth ticket costs for overnight travel

Reimbursement of travel expenses and other travel-related details should be clarified jointly before the trip, if necessary.

Per Diem Allowance

A per diem allowance, as specified by the Tax Administration for tax-exempt reimbursements, is paid for each travel day when:

- The work location is over 40 kilometers away from the employee's regular workplace or residence (depending on the starting point of the trip) via commonly used travel routes.
- The work location is at least 15 kilometers away from both the regular workplace and the residence.

Per diem is paid for each travel day as follows:

- 1) A full per diem is paid when the business trip lasts more than 10 hours.
- 2) A half per diem is paid when the business trip lasts more than 6 but no more than 10 hours.
- 3) For a partial travel day following a full travel day, a half per diem is paid if the extension is at least 2 but no more than 6 hours, and a full per diem is paid if the extension exceeds 6 hours.

No per diem allowance is paid for travel organized voluntarily by the employer.

Description

4.13 Reimbursement of Travel Expenses (continued)

Terms of Employment

Meal allowance

When no per diem is paid for a business trip, and the employee does not have the usual opportunity to dine at the employer's cafeteria or residence due to work, and there is no comparable dining option near the workplace as there is at the employee's regular workplace, a meal allowance will be paid to the employee.

The amount of the meal allowance is the one confirmed by the Tax Administration annually as tax-free.

Accommodation Costs

If accommodation is not arranged for the employee, the employer reimburses accommodation costs incurred during business travel based on an approved report.

Reimbursement for Use of a Personal Vehicle

If the use of a personal vehicle is agreed upon, reimbursement is paid according to the annually updated tax-exempt rates specified by the Tax Administration.

In cases where an employee must travel to perform emergency or overtime work during hours when regular public transportation is unavailable, or when the employee is called to emergency work so urgently that it is impossible to reach the workplace by public transportation, the employer reimburses the travel costs or, if the employee uses a personal vehicle, provides compensation for its use.

5. WELLBEING, ABSENCES AND LEAVES

At Vincit, we prioritize sustainable work practices and your well-being at work. We offer comprehensive occupational health services to support the health and wellbeing of our employees and aim to assist Vincitizens in various life situations.

Notably, the employer has included specific terms in these employment conditions to support parenthood and provide opportunities for caring for elderly parents.

Local and global communities are at the heart of Vincit, and you are welcome to join them as you are. Your wellbeing and enjoyment are supported by your nearest office's Community Lead, FunSquad, and SportSquad.

5.1 Paid sick leave

Description

Salary is paid for short sick leaves. The company's policy is that you can be absent for five calendar days with your own notice and without a sick leave certificate, unless otherwise requested.

All sickness absences must always be reported to the supervisor and the person in charge of the project.

The paid period also includes the time when you are unable to work due to infertility treatment or gender reassignment treatment.

Terms of Employment

Sick time is paid, provided that

- the employee is sick, injured or infertility treatment or gender reassignment treatment prevented from doing their job due to the resulting incapacity for work
- and they have not caused their inability to work intentionally or through gross negligence

Sick leave is paid from the first day.

The employee must immediately notify the employer of his/her inability to work and, if possible, its duration. Upon request, the employee must present a doctor's certificate of incapacity for work or another explanation of incapacity for work approved by the employer.

The length of the sick pay payment period

The salary is paid in connection with each case of incapacity for work after the start of the employment relationship as follows:

- under 3 years, for four weeks
- 3 years, but less than 5 years, for five weeks
- 5 years, but less than 10 years, for a period of six weeks
- at least 10 years for eight weeks

If the employment has lasted less than a month, the employer's obligation to pay wages for sick time is determined according to Chapter 2 § 11 of the Employment Contracts Act.

Description

5.1 Paid sick leave (continued)

5.2 Prerequisites for sick pay and reimbursement of travel expenses

If you suddenly fall ill, you can generally go to a doctor's examination during working hours and receive a salary for this time.

Terms of Employment

Recurrence of the same disease

If the employee falls ill again with the same illness within a maximum of 30 days from the day on which sickness allowance was last paid, the period for which the employer is obliged to pay sick pay is calculated as if it were one period of illness.

However, sick pay is paid in accordance with chapter 8, section 7, subsection 2 of the Health Insurance Act from the intended deductible period.

Implementation of sick pay

The employer implements the payment of sick pay as follows:

The employer pays the employee's salary and applies for the employee's daily allowance for this period according to the Health Insurance Act.

If the daily allowance referred to in the Health Insurance Act is not paid for a reason attributable to the employee, or if it is paid less than the statutory amount, the employer's wage payment obligation is reduced by the unpaid amount.

The daily allowance received for the same incapacity for work and for the same period of time or equivalent compensation is deducted from the salary during the period of illness, which is paid on the basis of the law from the insurance partially or fully paid for by the employer.

I. General conditions for salary payment

The salary for regular working hours is not deducted from the inspections and investigations mentioned in subsections 1-5 of section II, provided that:

- they could not be taken care of outside working hours
- they are organized to avoid unnecessary loss of working time
- they have been notified in advance to the employer and
- in connection with the relevant inspection or investigation, the special conditions mentioned below are met

II. Special conditions for salary payment

1. Other than statutory medical examinations

The salary for regular working hours is not deducted for the period when

- the employee undergoes a necessary medical examination to diagnose the illness or in the laboratory and X-ray examination ordered by the doctor related to the examination
- the employee is unable to work due to a medical examination
- the employee has been admitted to the hospital for observation or examination due to illness symptoms
- the employee goes to a doctor's visit or examination related to infertility treatment by himself or with his partner
- the employee attends a health care visit related to the gender reassignment process
- the employee undergoes a gynecological or urological examination or check-up

Description

5.2 Prerequisites for sick pay and reimbursement of travel expenses (continued)

Terms of Employment

2. In the case of a previously diagnosed illness, the salary is not reduced

- when it has been necessary for the employee to seek a medical examination due to a substantial worsening of the illness
- when a chronic illness requires a doctor's examination and the examination is performed by a relevant specialist to determine the treatment
- when the employee goes to the examination by the relevant specialist to define the treatment, during which a prescription for the acquisition of an assistive device (e.g. eyeglasses) is given
- when the employee undergoes another medical examination necessary to determine the treatment of a previously diagnosed illness, if the service is not available outside of working hours
- for the duration of a necessary treatment procedure required by cancer or another chronic illness

3. During the treatment procedure required by a sudden dental disease, the salary is not reduced if

- dental disease causes incapacity for work
- dental disease requires treatment on the same day or during the same work shift and
- a certificate issued by a dentist shows the incapacity for work and the urgency of the treatment

4. Pregnancy

- When a pregnant employee undergoes prenatal medical examinations
- When the employee participates in one ultrasound examination with his pregnant partner
- When the employee participates in the birth of his partner, a maximum of one working day

5. Statutory medical examinations and examinations

The salary is not reduced when the employee is absent

- in the inspections referred to in the government decision on statutory occupational health care and approved in the occupational health care action plan
- in the inspections referred to in the Act on the Protection of Young Workers
- in examinations required by the Health Care Act, to which the employer sends the employee

	Description	Terms of Employment
5.3 Travel costs and per diems during illness	Travel costs are reimbursed only for statutory inspections and investigations.	The employer pays the necessary travel costs for trips related to statutory medical examinations and examinations (5.2 section 5) as well as a daily allowance if they are made in another location. When the inspection takes place during the employee's free time, he is paid for extra expenses an amount that corresponds to the minimum daily allowance according to the Health Insurance Act.
5.4 Salary During Pregnancy and Parental Leave		The condition for paying the salary is that the employee has the right to pregnancy or parental allowance according to the Health Insurance Act. In accordance with the Health Insurance Act, a weekday means days other than Sundays, public holidays or weekdays.
5.5 Pay for pregnancy leave	The birthing parent is paid a salary for the period of maternity leave.	The birthing parent is paid a salary for the period of pregnancy leave for a total of 40 weekdays, provided that the employment relationship has continued continuously for at least five months before the calculated birth date.
5.6 Pay for parental leave	<p>For the birthing parent and the child's other parent salary is paid for the same period of parental leave.</p> <p>For whether the parent is the child's biological or adoptive parent or distant or close parent, is irrelevant.</p> <p>In addition, to another person participating in the child's care, who has granted parental leave, salary is paid for the same period of parental leave.</p> <p>The child's parent can give it up parental leave days for one parent in addition to one's own or the other parent's partner or to the child's guardian.</p>	<p>During parental leave, a salary is paid for a total of 36 working days:</p> <ul style="list-style-type: none"> • For the birth parent; • For the non-birth parent; • To another person participating in the care of the child, who has been granted parental leave, provided that the employment relationship has continued continuously for at least five months before the calculated birth date. <p>Paid parental leave can be divided into a maximum of three parts, which are at least 6 days long.</p> <p>Non-birth parent means a non-birth parent referred to in Chapter 9, Section 5, subsections 1–3 of the Health Insurance Act a parent who is the child's guardian, a person who has acknowledged the child's parentage, and a person who has adopted a child other than a spouse.</p> <p>The adoptive parent's right to salary applies to a child who has not reached seven (7) years of age. The continuous duration of the employment relationship, which is a prerequisite for the salary, is calculated from the day the adopted child is taken into care and, in the case of intra-family adoption, before the date of confirmation as a parent.</p> <p>The condition for paying the salary is that the employee has the right to pregnancy or parental allowance according to the Health Insurance Act.</p> <p>The salary during parental leave has been agreed upon locally.</p>
5.7 Deductions from salary for pregnancy and parental leave		For the period for which the employer has paid the salary for pregnancy or parental leave referred to above, the employer is entitled to withdraw the daily allowance or a comparable compensation from the employee as a return to the employee based on the law or contract, or to receive from the employee an amount corresponding to the daily allowance or compensation, but not more than the amount of the salary he paid.

Description

Terms of Employment

5.8 Child falling ill

According to Vincit's practice, care of a sick child can be recorded every employee whose He takes care of the child living in the household.

Alternatively, in accordance with the company's practice, you can use the care service for a sick child through our partner in the towns where Vincit's office is located.

When a child under 10 years old or a disabled child under 18 years old suddenly falls ill, the guardian is paid a salary in accordance with the regulations on sick pay in order to organize the care of the child or for what is necessary to care for the child, for an absence of up to 30 working hours provided that, if necessary, the employer is presented with the same explanation of the child's illness as is required for the employee's own illness. The 30-hour absence is available for 7 calendar days. If several children in the household are sick at the same time, the available hours are not doubled.

The condition for payment of salary for someone other than a single parent is that the partner living in the same household is prevented from taking care of the child due to gainful employment, studies, illness or a similar reason.

At the employer's request, the employee must present a statement of the partner's obstacle to taking care of the child.

The employee's annual leave benefits are not reduced due to the aforementioned absence.

5.9 Absence due to an unforeseen or compelling reason or to help aging parents

You get paid leave if you have to help your parents, spouse or child due to a sudden illness or accident.

The employee is entitled to a maximum of 15 hours paid absence from work if his immediate presence is necessary for his parents, spouse or child due to an unforeseen and compelling reason arising from an illness or accident.

The employee also has the right to a maximum of 15 hours of paid absence from work to help their aging parents in a situation where they can no longer survive on their own.

For those who are paid due to these reasons there is a right to absences, however, no more than once in 12 consecutive months. 15 hours can be divided into multiple periods, as needed.

The employee must inform the employer of his absence and the reason for it as soon as possible. At the request of the employer, the employee must present a reliable explanation of the reason for his absence.

5.10 Other paid absences

You get paid time off on your wedding day, on your moving days, when you turn 50, and because of the death of a close relative and a funeral.

Participating in convocations, refresher exercises and additional training for military service will not cause you to lose your earnings.

The employee gets a paid day off

- on the working day on which he will be married
- upon turning 50 and thereafter at every decade. The time off is agreed separately.
- on the day of moving, however, no more than once during 12 consecutive months

Death and funeral

An opportunity for a short temporary paid absence is arranged for the employee (1-3 days) due to the death of a close relative and the funeral. The length of leave is agreed upon with the employer, taking into account the circumstances of the situation. The employee's annual leave benefits are not reduced due to such absence.

Description

Terms of Employment

5.10 Other paid absences (continued)

Convocation and refresher exercises as well as continuing education for civil service

The participation of an employee who is conscripted in the convocation ceremony for conscripts does not cause his earnings to decrease. If the employee participates in reserve refresher exercises, he is paid the difference between his salary and the reservist's salary for the days of participation. If the employee participates in continuing education for the civil service, he is paid the difference between the salary and the continuing service salary for the days of participation.

5.11 Flexible daily leave system

A flexible daily leave system is always agreed upon at the beginning of the year. At that time, compensatory days off are also agreed upon. The information will be reported to payroll.

The employee has the option to choose a flexible daily leave system, whereby annually instead of Christmas Eve and Midsummer's Eve, which shorten the weekly working time (monday-friday) for the calendar year, you can choose a corresponding number of days off, which shorten the working week.

5.12 Duties of Trust

Social positions of trust

When an employee participates in the work of the municipal council or board or the election board or committee of statutory elections during working hours, he is paid the difference between his salary and the compensation for loss of earnings paid by the organizer of the meeting. The employee's annual leave benefits are not reduced because the meetings are held during working hours.

5.13 Earning and taking annual leave

Your annual leave accrues in accordance with the law.
In the company, the employer's current guidelines on the placement of annual vacation days are applied.

An employee's annual leave is determined according to the Annual Leave Act (162/2005, as amended).

5.14 Organizing a vacation for a new employee

Vacations for new employees are agreed upon in accordance with the current guidelines.
The instructions describe the company's practice and are not part of these terms of employment.

In the company, the employer's instructions for supervisors valid at any given time are applied.

Description

5.15 Holiday pay

The amount of holiday pay is half of your annual holiday pay.

The summer holiday pay is paid in June, and the winter holiday pay is paid in February.

Terms of Employment

Amount and payment of vacation pay in connection with annual vacation pay

50% of the annual holiday pay is paid annually as vacation pay. In order to receive holiday pay, the employee must start their annual leave at the announced or agreed time.

Exchange of holiday pay for time off

Exchange of holiday pay for time off is agreed locally each year.

Vacation pay leave is given to the employee at a time determined by the employer, unless the parties agree on taking the leave. During the holiday pay leave, the employee earns annual leave.

Payment of holiday pay in connection with holiday compensation

If the employer dismisses the employee for reasons other than the employee's own, so that the employment relationship ends during the vacation period, vacation pay is paid from the vacation compensation that is determined on the basis of the previous vacation calculation year that ended.

Retirement

A retiring employee is paid holiday allowance from the employee's annual holiday salary and holiday allowance.

Conscription

For an employee who leaves for military service, vacation pay is paid after returning to work.

Agreement on non-payment of holiday pay

If it is jointly determined between the chief shop steward and the employer that due to its financial situation, the company has the grounds for termination according to Chapter 7, Section 3 of the Employment Contracts Act, it can be agreed to not pay vacation pay in whole or in part. Such an agreement can only be made for one vacation year at a time.

In connection with the agreement, the employer will determine the operating principles of the cost savings resulting from non-payment of vacation pay.

6. PROFESSIONAL DEVELOPMENT

We support the growth and development of Vincitizens' skills in diverse ways. To this end, we have created the Univincity concept, which offers comprehensive support and resources for skill development. Univincity programs include a wide range of training opportunities, mentoring programs, and networking events to help employees enhance their skills and expand their expertise. Examples of the offerings include developing consultative skills and preparing for certification exams.

At Vincit, you are in charge of developing your skills and career path, with the support of Vincit and your supervisor. Learning primarily happens in everyday project work, through your tasks, within communities, and by utilizing the training opportunities offered by Vincit. Our goal is for every Vincit employee to have advanced professionally during their time with Vincit.

Additionally, Vincit maintains a statutory personnel development plan.

	Description	Terms of Employment
6.1 Univincity concept	At Univincity, you will find facilitated and curated training programs and various services and communities to support the development of your skills.	The company offers support and content for skills development through the Univincity concept. Functional and content-based training platforms and programs are implemented and managed through Univincity, which support the development of competences with regard to themes in line with the company's strategy.
6.2 Planning your own development	You get support, guidelines and structure for making your own growth plan and achieving your career goals with the help of Growth Discussion and My Learning Retro tools. You can track the progress of your goals in HiBob.	The company supports the development of employees' skills and the realization of career goals with the help of a process created in the HR system.
6.3 Development of strategic competence	Vincit strives to offer you a clear direction in which to develop your skills in the future.	Content and services related to competence development focus on the strategic abilities that are essential for the company's success. The company aims to provide employees with a systematic view of the direction in which skills should be developed in the future.
6.4 Completion of certificates	We encourage you to develop your own skills by completing certifications. You will be paid a bonus for certificates relevant to Vincit's business.	The company encourages employees to develop their skills through a separate bonus program. A bonus is paid for completing certifications that are relevant to the business, and the costs related to the certification are reimbursed to the employees according to the model agreed at each time.
6.5 Competence Development Bonus	<p>If you are not able to develop your skills sufficiently within your normal working hours, you can receive a Competence Development bonus for developing your skills outside of working hours.</p> <p>The utilization of the Competence Development Bonus is agreed upon with the supervisor.</p>	Competence Development Bonus is paid to employees whose workload does not allow competence development within normal working hours. A bonus is monetary compensation for skills development performed outside working hours. The terms and amount of the bonus will be determined and specified as necessary. However, this practice is one of the company's value propositions and emphasizes the company's commitment to the professional development of employees.
6.6 Education budget	You can use Vincit's training budget for the costs included in your own training plan. You always agree on the support granted for training together with your supervisor.	The company allocates an annual amount for employee training. Employees have the opportunity to use the budget for training included in their personal training plan, according to the separate instructions in use at any given time. The decision on the use of the training budget is made by the employee's supervisor.

7. BARGAINING ORDERS

	Description	Terms of Employment
7.1 Local Agreement	The employer and the shop steward can locally agree differently to these working conditions	<p>It is possible to agree on working conditions differently in accordance with this section, taking into account the provisions of the mandatory law.</p> <p>With a local agreement, it is possible to agree within the limits set by labor legislation, in contrast to the points for which local agreements have been mentioned.</p> <p>The parties to the local agreement</p> <p>A local agreement is possible between the employer and/or its representative and the chief shop steward, or if no chief shop steward or shop steward has been elected, the employees have the right to choose a representative from among themselves to negotiate the local agreement. The election or other selection procedure must be organized so that all employees covered by the terms and conditions have the opportunity to participate in the selection of a representative.</p> <p>Form and duration of the contract</p> <p>The local agreement must be made in writing. The contract must state who the contract applies to, which part of the terms of employment has been agreed upon and what has been agreed upon. The contract can be temporary or open-ended. Unless a shorter notice period has been agreed upon, an indefinite contract can be terminated with a three-month notice period. If the agreed arrangement is tied to a certain period, the arrangement will nevertheless continue until its end.</p>
7.2 Resolution of Disputes		<p>Disagreements regarding the terms of the employment relationship will be resolved in accordance with what is presented below order of negotiations.</p> <p>Local negotiation order</p> <p>Disagreements are primarily resolved through negotiations at the workplace.</p> <ul style="list-style-type: none">• in questions regarding the performance of the work and its technical organization, the employee must immediately contact the management• disagreements regarding pay and other terms of employment must be settled locally between the employer or his representative and the trustee or the employee himself• disagreements regarding the interpretation of the terms of employment are resolved between the employer or his representative and the trust representative, if a trust representative has been elected in the company. <p>Local negotiations should be started and conducted without undue delay. Negotiations must start no later than one week after making the negotiation proposal.</p>
7.3 Group life insurance		The employer pays for group life insurance for the employees.

APPENDIX 1 - EMPLOYEE REPRESENTATION

1 §	Scope of the Agreement	This agreement on employee representation applies to employees of companies covered by these terms of employment.
2 §	Employee Representative	<p>2.1 Employees of the company elect an employee representative in accordance with Chapter 13, Section 3 of the Finnish Employment Contracts Act.</p> <p>2.2 Employees may elect a local employee representative at a company location where at least 30 employees regularly work. The entire Helsinki metropolitan area is considered one location. Before the election, the matter will be discussed with the employer's representative. Employees of Vincit Solutions Oy may elect their own employee representative if they wish.</p> <p>2.3 If the company has multiple employee representatives, a chief employee representative will be elected from among them. The chief employee representative represents all employees covered by this agreement across the companies.</p> <p>2.4 A deputy chief employee representative may be elected to act as a substitute for the chief employee representative when they are unavailable. During this time, the deputy chief employee representative will have the same rights and responsibilities as the chief employee representative. The deputy chief employee representative is also selected from among the elected employee representatives.</p> <p>2.5 In cases of significant operational changes, such as downsizing, expansion, business transfers, mergers, incorporation, or comparable major changes, the employee representative organization is adjusted to reflect the new situation in accordance with this agreement. The employer's representative and the employee representative will review the representative's position in the reorganized structure. The employee representative retains their position in a business transfer if the business or its part maintains its independence.</p>
3 §	Election of the Employee Representative	<p>3.1 The election of the employee representative may take place at the workplace, ensuring that all employees can participate. The election must not interfere with work. The election schedules and locations must be agreed upon with the employer at least 14 days in advance. Elections may also be conducted electronically. Time spent organizing the elections is considered time spent on employee representative duties.</p> <p>3.2 Employees responsible for organizing the election must inform the employer of the election plans as soon as they begin preparations, but no later than 14 days before the election.</p> <p>3.3 Employee representatives are elected for a two-year term.</p>

The company regularly discusses the objectives and functionality of the negotiation system. The first discussion occurs within two months of a new employee representative's term beginning and annually thereafter. Participants include the employee representative and the employer's representative. Feedback is exchanged to improve collaboration, set goals for the negotiation system and employee representation, and determine how progress will be monitored.

Dialogue is conducted regularly. The timing is agreed upon jointly with the employee representatives.

- 5.1 Unless otherwise stipulated in this agreement, an employee representative shall hold the same employment status as other employees in their employment relationship with the employer. The employee representative is obligated to comply with general working conditions, working hours, management directives, and workplace regulations.
- 5.2 An employee representative's opportunities for professional development and career advancement must not be adversely affected due to their role as an employee representative.
- 5.3 The salary development of employee representatives and chief employee representative shall correspond to the general salary development within the company. Salary progression is monitored as part of the company's regular salary development tracking.
- 5.4 During the post-protection period, the employee representative shall be provided with additional or continuing education alongside their work to facilitate their return to their previous or equivalently demanding tasks.
- 5.5 An employee serving as an employee representative shall not, during or because of this role, be transferred to a lower-paying job than the one they held at the time of their election as employee representative. They shall also not be transferred to less valuable work if the employer can offer other work that matches their skills. The employee representative cannot be dismissed from work due to their role.
- 5.6 If the company reduces its workforce or imposes layoffs for financial or production-related reasons, the employment protection of the employee representative shall be determined according to Section 10, Subsection 2 of Chapter 7 of the Employment Contracts Act.
- 5.7 The employment contract of an employee representative cannot be terminated for reasons related to their role as an employee representative without the consent of the majority of the employees, as required by Section 10, Subsection 1 of Chapter 7 of the Employment Contracts Act.
- 5.8 An employee representative's employment shall not be terminated under Section 1, Subsection 1 of Chapter 8 of the Employment Contracts Act on the grounds of violating the workplace regulations outlined in Section 1 of Chapter 3 of the Employment Contracts Act.

<p>5 §</p>	<p>Employment Relationship of the Employee Representative (continued)</p>	<p>5.9 When assessing grounds for the termination of an employee representative's employment contract, the employee representative shall not be placed in a less favorable position than other employees.</p> <p>5.10 The above provisions regarding employment security also apply to a candidate for the position of employee representative, provided that the employees responsible for organizing the employee representative election have informed the employer of the candidacy (candidate protection). Candidate protection begins no earlier than two months before the start of the term of the employee representative to be elected and ends, for those not elected, once the election results have been confirmed.</p> <p>5.11 Employment security provisions also apply to an employee who has served as a chief employee representative or company employee representative for six months following the end of their trustee duties ("post-protection").</p> <p>5.12 An employee representative shall not be pressured or dismissed from work due to their role.</p>
<p>6 §</p>	<p>Duties of the Employee Representative</p>	<p>6.1 The employee representative's role is to maintain and develop negotiation and cooperation between the company and employees.</p> <p>6.2 The primary duty of the employee representative is to represent the employees of the company.</p> <p>Examples of employee representative responsibilities (not exhaustive):</p> <ul style="list-style-type: none"> • Collective representation of employees regarding the interpretation, application, and local agreement of employment terms. • Collective representation of employees in matters defined by the Act on Cooperation within Undertakings. • Developing workplace cooperation with the employer. • Representing and assisting employees in employment-related matters.
<p>7 §</p>	<p>Employee Representative's Right to Information</p>	<p>7.1 If there is uncertainty or disagreement about employees' wages or other employment-related matters, the employee representative must be provided with all relevant information to resolve the issue.</p> <p>7.2 The employer must provide the employee representative with the following information about employees, either in writing or by other agreed means:</p> <p>Annually:</p> <ul style="list-style-type: none"> • A list of employees (last name, first name, job group, skill level, employment start date). • The average salary for each job group and skill level, provided there are at least five employees in the category.

Application Guideline:

If a system other than the task group system is in use at the workplace, equivalent information regarding it shall be provided to the trustee.at tiedot.

Biannually:

- The number of full-time and part-time employees, including those temporarily employed or called to work during the six-month period.

Quarterly:

- Names, job groups, skill levels, and employment start dates of new employees, as well as information about terminated or laid-off employees. For fixed-term contracts, the agreed duration of employment is also provided.

- 7.3 If the company uses an averaging working time system, the employee representative is entitled to information on the number of employees under the system and the amount of unadjusted hours for each adjustment period.
The employee representative must be informed of changes to working time arrangements before implementation.
- 7.4 The employee representative is provided, upon request, with a report detailing the types of information collected during the recruitment process.
- 7.5 The employee representative has the right to receive information about the warnings given to employees unless the employee explicitly objects.
- 7.6 The employee representative has the same right as a legislatively recognized representative to review records of emergency, Sunday, and overtime work and related compensation.
- 7.7 If multiple employee representatives are elected as per Section 2, the employer and employee representatives agree on how information is shared. The chief employee representative retains access to all information.
- 7.8 The employee representative must treat all information received for their duties as confidential.

8.1 Employee representatives are entitled to sufficient time to perform their duties, averaging as follows:

Number of Employees	Release Time, % of Working Hours
fewer than 100	10 %
101-300	20 %
301-600	30 %
over 600	40 %

The implementation of work release can be further agreed upon locally.

The allocation of time for the chief employee representative is agreed upon locally.

If the employee representative's area of responsibility covers multiple locations within a geographically dispersed company, special attention must be given to the amount of work release to ensure that the duties of the employee representative can be properly performed. Company-specific arrangements deviating from the above table may be agreed upon.

8.2 The employer and the employee representative agree on whether the work release is granted as temporary or recurring. Consideration must be given to the company's operational needs and ensuring that the duties of the employee representative can be properly performed. Work arrangements (e.g., assigning a substitute) must be made as necessary to facilitate this.

9.1 Employee representatives are paid compensation for performing their duties as follows:

Number of Employees	Compensation €/month
30-100	105
101-300	182
301-600	252
Over 600	295

The compensation for employee representatives is tied to the level defined in the current collective agreement for the Information Technology Service Sector and is reviewed annually. The compensation is set at 1.3 times the amount specified in the collective agreement.

<p>9 §</p>	<p>Compensation for Employee Representatives and Reimbursement for Lost Earnings (continued)</p>	<p>Compensation for chief employee representatives is agreed upon separately.</p> <p>9.2 Compensation is not paid to the employee representative during annual leave, sick leave, or other comparable reasons that prevent them from performing their duties. Details can be agreed upon locally.</p> <p>9.3 The employer reimburses any loss of earnings the employee representative incurs during working hours while participating in local negotiations with the employer's representative or performing other tasks agreed upon with the employer.</p> <p>9.4 If the employee representative performs agreed-upon duties outside regular working hours, compensation for the time is paid as overtime, or another type of additional compensation is agreed upon locally.</p> <p>The employer and employee representatives may agree on the basis and amount of compensation if necessary.</p> <p>9.5 If the employee representative must travel to perform tasks agreed upon with the employer and under the employer's direction, they are reimbursed for travel expenses according to the company's applicable reimbursement system.</p>
<p>10 §</p>	<p>Office and Storage Facilities for Employee Representatives</p>	<p>Employee representatives have the right to:</p> <ul style="list-style-type: none"> • Use suitable office space for performing their duties free of charge, if such space is available within the employer's premises. • Use standard office equipment (e.g., email) provided by the employer to carry out their tasks. • Receive storage space for documents and office supplies necessary for fulfilling their duties.
<p>11 §</p>	<p>Occupational Safety Representative</p>	<p>11.1 The structure of the occupational safety organization is agreed upon jointly by the employer and employee representatives.</p> <p>11.2 The occupational safety representative has dismissal and layoff protection as defined in Chapter 7, Section 10 of the Finnish Employment Contracts Act.</p> <p>11.3 The occupational safety representative cannot be dismissed from their job, transferred to a lower-paid or less significant position, or hindered in their professional development and career progression due to their duties as a representative.</p> <p>11.4 If the representative's regular work hinders their ability to perform their duties, alternative work arrangements must be made, considering the circumstances of the company or its units and the representative's skills. These arrangements must not result in a reduction in income.</p> <p>11.5 When the deputy occupational safety representative performs the duties of the occupational safety representative, they have the same rights and responsibilities as the occupational safety representative.</p>

Occupational Safety Representative (continued)

11.6 If the occupational safety representative's employment is terminated contrary to these terms, the employer must pay compensation in accordance with the Finnish Employment Contracts Act instead of penalty fines.

11.7 The following compensation applies to occupational safety representatives:

Number of Represented Employees	Compensation €/month
20-100	55
101-300	91
Over 400	105

Compensation for occupational safety representatives is tied to the level specified in the current collective agreement for the Information Technology Service Sector and is reviewed annually. The compensation is set at 1.3 times the amount specified in the collective agreement.

Occupational safety representatives are not paid compensation during annual leave or other comparable absences. When the deputy representative acts as a substitute, the occupational safety representative's compensation is paid to the deputy for the duration of their substitution.

Occupational safety representatives and deputies must ensure that the substitution and the corresponding compensation are promptly communicated to the company's HR and payroll departments. Further details can be agreed upon locally.

Administrative Representative

An administrative representative is elected from among the employees to participate in the company's monthly management team meetings (Monthly Business Update). The administrative representative is entitled to work release for representing the employees and to compensation for any resulting loss of earnings.

A deputy administrative representative may be elected to act as a substitute for the administrative representative when they are unavailable. During this time, the deputy administrative representative will have the same rights and responsibilities as the administrative representative.

The administrative representative has the same dismissal protection as an employee representative, as defined in Chapter 7, Section 10 of the Finnish Employment Contracts Act (55/2001).

The administrative representative does not have the right to participate in matters concerning the terms of employment or labor disputes.

The administrative representative is bound by confidentiality regarding the company's trade and professional secrets, particularly if the disclosure of such information could harm the company or its business partners. Additionally, they must keep confidential any information concerning an individual's financial status, health, or other personal matters unless permission has been granted by the individual concerned.

The compensation for the administrative representative is agreed upon separately. However, it must be at least equal to the compensation for the chief employee representative.

13 §

Training for Employee Representatives

- 13.1 Employee representatives are given the opportunity to participate in training organized by employee organizations to support their role as employee representatives.
 - 13.2 The training needs of employee representatives are discussed during the meeting specified in Section 4.
 - 13.3 The employer cannot withhold consent for training as defined in Section 13.1 without a justified reason.
-

14 §

Validity of the Agreement

- 14.1 This agreement on employee representation will take effect on **x.x., 2025**. If the company begins to comply with a collective agreement, this agreement will terminate.

APPENDIX 2 - SALARY SETTLEMENT

- The objectives of Vincit's salary settlement are as follows:
1. **Encouraging Professional Growth and Development:** The salary settlement promotes continuous professional development and skill acquisition while offering opportunities to reward strong performance. This ensures that our employees feel motivated and committed to their roles.
 2. **Adapting to the Company's Financial Situation:** The salary settlement is designed to adjust according to the company's financial conditions, enabling sustainable financial management and ensuring long-term operational stability.
 3. **Sharing Success with Employees During Company's Positive Performance:** The salary settlement allows the company's financial success to be shared with employees when the company achieves positive results. This approach encourages and motivates employees to contribute to the company's success.

Vincit's salary weeks are held annually to ensure transparency and fairness in compensation and to help employees reflect on the basis of their salaries.

- Salary Increases for 2025
- Salary increases consist of two components:
1. Individual Salary Increases, which the employer distributes at their discretion in alignment with the goals of the salary solution.
 2. Individual Guarantees, ensuring a minimum increase for all eligible employees.

- Cost Impact of Salary Increases in 2025
- The cost impact of salary increases depends on the company's profitability, measured by EBITDA %. The employer determines EBITDA target levels annually based on the approved financial statements for the upcoming two half-year periods. The currently approved target levels remain valid until the end of H1 2025.

EBITDA % 12-Month Period H1/24+H2/24

≤ Lower limit 5 %

Target level 7,5 %

≥ Upper Limit 10 %

Individual Increases H1/2025

0,8 %

1,6 %

2,4 %

- Cost Impact of Salary Increases in 2025
(continued):

EBITDA % 12-Month Period H2/24+H1/25

Individual Increases H2/2025

≤ Lower limit 5 %	0,5 %
Target level 7,5 %	1,0 %
≥ Upper Limit 10 %	1,5 %

In the table, the EBITDA % is calculated based on the two half-year periods preceding the date of the salary increase. Intermediate values are calculated linearly.

The total budget for individual salary increases (merit increases) is determined from the total monthly salary sum of the month preceding the increase date. Individual salary increases will be implemented in two parts: on April 1, 2025, and October 1, 2025. However, all increases must be fully distributed by the end of the same year.

When assessing individual salary increases, the following factors are considered:

- Employee performance and received feedback
- Professional development and any new responsibilities
- How the current salary compares to relevant benchmark salary data

Information on individual salary increases will be provided annually, including the number of employees who received an individual increase during the year and the average size of the increases.

- Individual Guarantee in 2025

The purpose of the individual guarantee is to ensure that every employee's salary increases by at least a certain percentage during the review period. The individual guarantee is part of a long-term salary policy tied to profitability, emphasizing salary increases based on individual expertise.

On December 31, 2025, it will be verified that the monthly salary of every employee who has been employed by the company since January 1, 2024, and whose employment is still ongoing, has increased by at least the percentage specified in the table during the two-year review period starting January 1, 2024. The general increases stipulated in the 2024 collective agreement are not considered salary increases.

Intermediate values are calculated linearly.

EBITDA % 12-Month Period H2/24+H1/25

Individual Guarantee in 2025

≤ Lower limit 5 %	1,5 % tai 60 €
Target level 7,5 %	2,25 % tai 90 €
≥ Upper Limit 10 %	3,0 % tai 120 €

The size of the individual guarantee will be agreed upon locally for the next period from January 2026 to December 2027.

- Calculation of the Cost Impact of Salary Increases Starting in 2026
 - Salary increases consist of two components:
 1. Individual Salary Increases, distributed by the employer at their discretion in alignment with the objectives of the salary solution; and
 2. Individual Guarantee.

- Salary Increases
 - The cost impact of salary increases depends on the company's profitability, measured by EBITDA %, as outlined in the table below. The employer determines EBITDA target levels annually based on the approved financial statements for the upcoming two half-year periods.

EBITDA % 12-Month Period H1+H2 of the Previous Year

- ≤ Lower limit A %
- Target level B %
- ≥ Upper limit C %

Personal Increases H1

- M %
- N %
- O %

EBITDA % 12-Month Period H2/previous year+H2/current year

- ≤ Lower limit D %
- Target level E %
- ≥ Upper limit F %

Personal Increases H2

- P %
- Q %
- R %

In the table, the EBITDA % is calculated based on the two half-year periods preceding the date of the salary increase. Intermediate values are calculated linearly.

The budget for individual salary increases (merit increases) is determined based on the total monthly salary sum from the month preceding the increase date. Individual salary increases are implemented in two parts: on April 1 and October 1. However, all increases must be fully distributed by the end of the respective year.

When assessing individual salary increases, the following factors are considered:

- Employee performance and received feedback
- Professional development and any new responsibilities
- How the current salary compares to relevant benchmark salary data

Information on individual salary increases will be communicated annually, including the number of employees who received an individual increase during the year and the average size of the increases.

- Individual Guarantee in Salary Increase Year X The purpose of the individual guarantee is to ensure that every employee's salary increases by at least a certain amount within a specified period. The individual guarantee is part of a long-term salary policy tied to profitability, emphasizing salary increases based on individual expertise.
On December 31 of the year following salary increase year X, it will be verified that the monthly salary of every employee who has been employed by the company since January 1 of salary increase year X has increased by at least Z% over the two-year review period.

- Agreement on Salary Adjustments Salary adjustments are negotiated annually. Each year, the profitability target level, upper and lower limits, and the amounts for salary increases and the individual guarantee are agreed upon. The parties intend not to change the salary adjustment model except for compelling reasons and by mutual agreement. Negotiations on salary adjustments must be conducted well in advance of the annual salary increase dates.
The agreement on salary adjustments is made with the employee representative. If no employee representative has been elected, employees have the right to elect a representative from among themselves to negotiate salary adjustments. The election or other selection process must be organized in such a way that all employees covered by these terms of employment have the opportunity to participate in selecting the representative.

CONTACT:

Jenna Kuusio
Director, Employment Law & Rewards
jenna.kuusio@vincit.fi

vincit

