

Pinja's Terms of Employment

1.12.2025




PINJA

Dear reader,

At Pinja, we work to make industry smarter, more responsible and better at serving people. Our mission is to transform complex data into clear insights that help our customers make better decisions, save resources and build a more sustainable future. We achieve this goal by being genuine and open-minded, working together, by being open to new things and by caring about people and the environment.

Pinja is a workplace where these values show in everyday life. It is important to us that everyone can grow and develop in their own way, find the right rhythm for their work and work together with others in an atmosphere of trust.

This mindset is built into the way Pinjans are known as data lovers.

We are people who make data meaningful and use it to build solutions that serve people, industry and society.

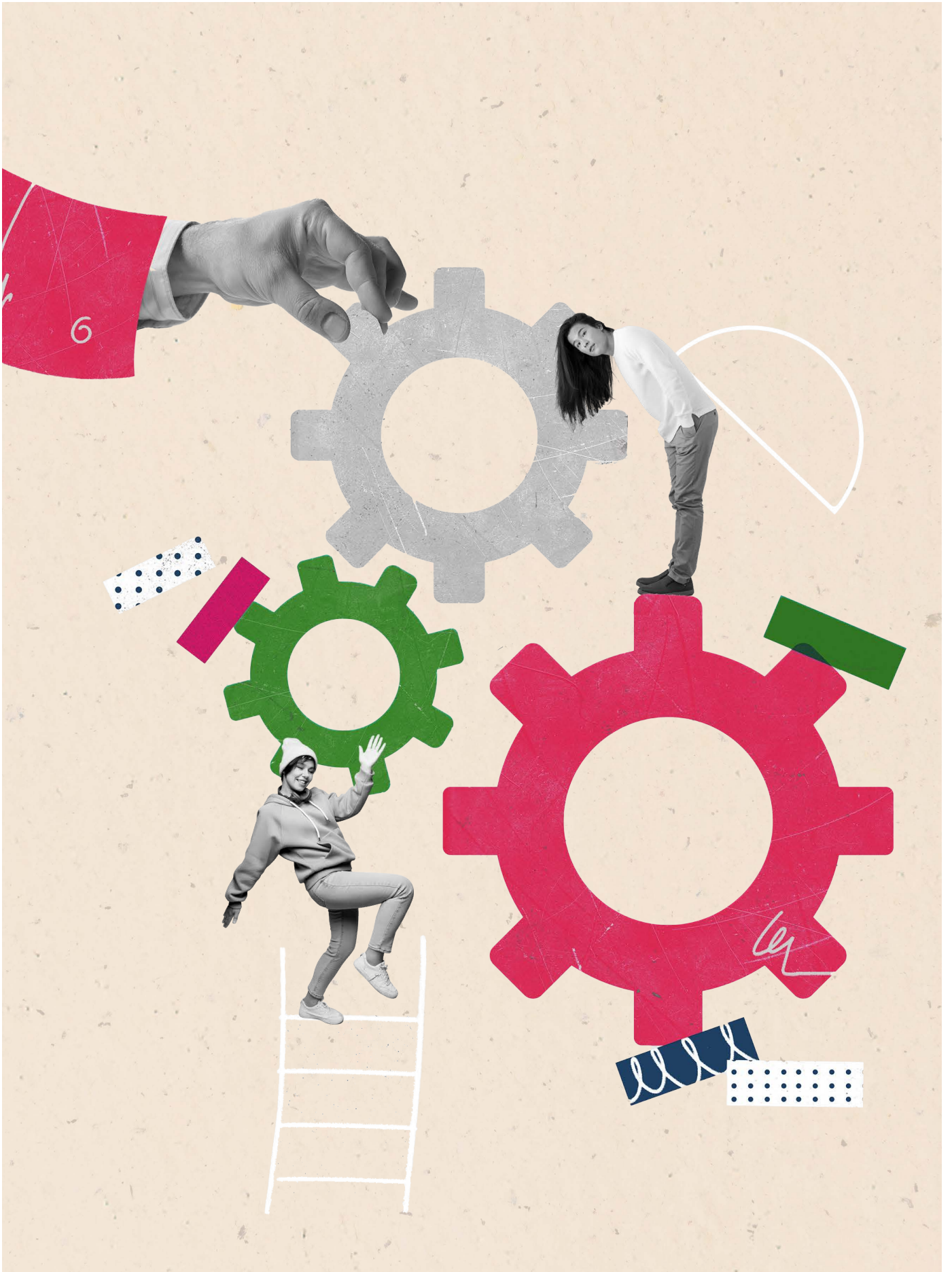
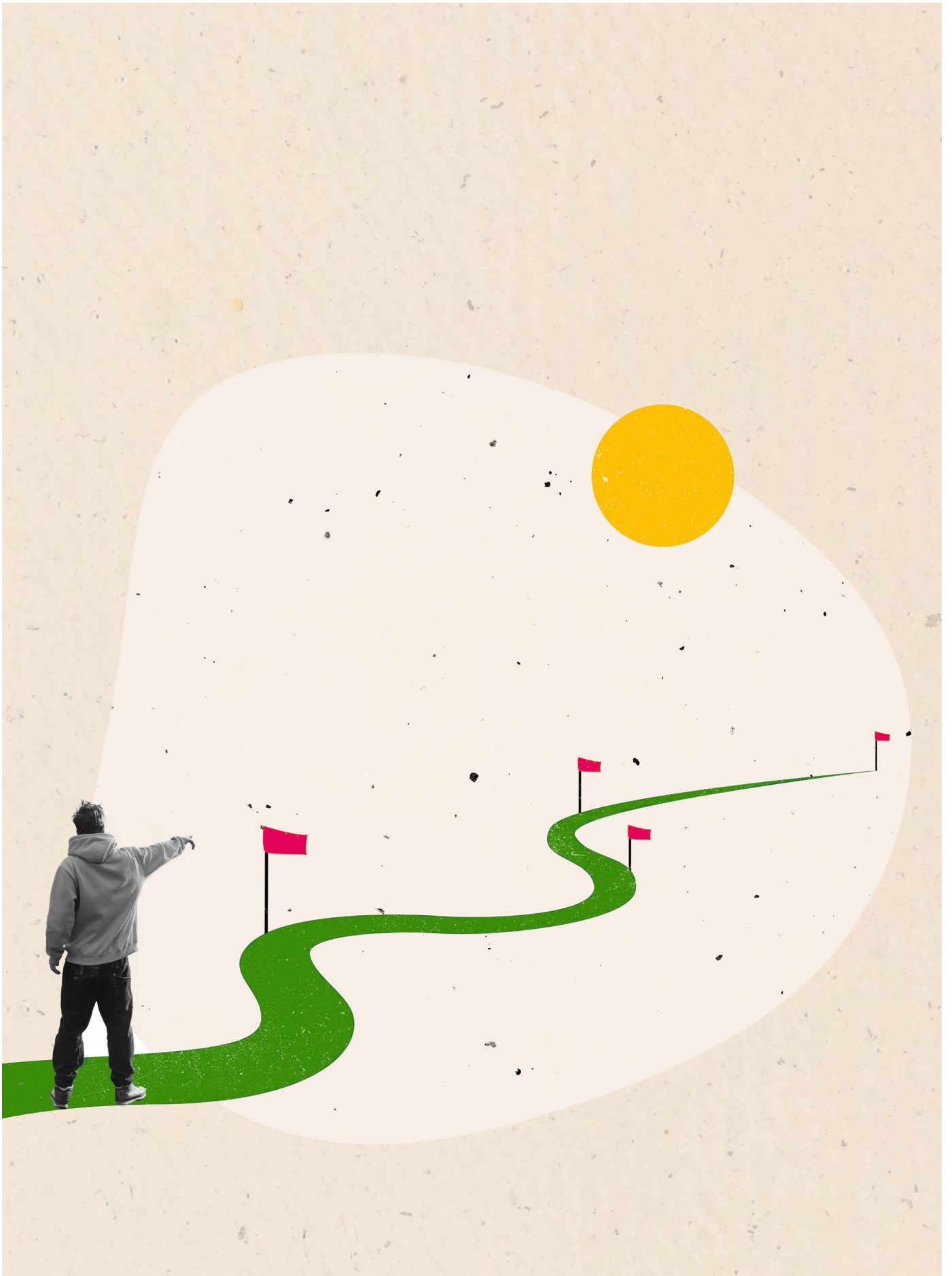


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1

Getting started

Our shared terms of employment establish a clear and sustainable foundation for our work, smooth everyday operations and our common ways of working. This foundation is built on Pinja's values and our shared understanding of the kind of work culture that supports us. It is important to us that our ground rules are easy to understand, flexible and truly reflect who we are.

We have developed these together with people from across Pinja: these topics have been raised in meetings, remote discussions and through surveys. The results are based on feedback and a shared vision that we have built along the way. Our shared terms of employment help us work in a more agile way, make quicker decisions and ensure that the conditions for doing our work are in order for both our employees and our customers.

However, this is only the beginning. Our terms of employment will be maintained and developed together based on feedback, experiences and changing needs. This ensures that they remain up to date, effective and genuinely reflective of who we are also in the future.

	Description	Stipulation
1.1. Scope of application	This agreement applies to all Pinja employees in Finland, excluding those working under management contracts.	<p>The terms of employment apply to employees in an employment relationship with Pinja Group Oy and its subsidiaries.</p> <p>The rights and obligations stated in this agreement apply only to the employment relationship between an individual employer and employee and to the positions of employee representative and occupational safety and health representative. The agreement does not apply to the company's management or to employees working under executive contracts.</p>
1.2. Industrial peace	Industrial peace is maintained during the term of the agreement.	Industrial action directed at this agreement or any of its provisions is prohibited during the term of the agreement.
1.3. Fundamental rights		The right to organise is inviolable on both sides.
1.4 Right to direct		The employer has the right to hire and dismiss an employee, as well as to manage and supervise their work.
1.5. Term of the agreement	The agreement is reviewed annually by the personnel committee.	<p>This agreement shall enter into force on 1 December 2025 and shall remain in force until further notice.</p> <p>The agreement may be terminated by either party with three (3) months' notice. Notice of termination must be given in writing to all contracting parties.</p> <p>The agreement is reviewed annually and whenever necessary with employer and employee representatives.</p>

Description

Stipulation

1.6. Appendices

In addition to these terms, we comply with Pinja's general guidelines and principles.

Appendices in force at the time of signing the agreement, which form part of this agreement:

- Appendix 1 – Working hours and flexitime
- Appendix 2 – Standby duty and call-out work
- Appendix 3 – Travel
- Appendix 4 – Employee representation
- Appendix 5 – Agreement on annual holiday
- Appendix 6 – Agreement on service hours

Agreements and guidelines in force at the time of signing the agreement, which form part of this agreement:

- Employee's benefits
- Agreement on annual salary settlement

The appendices to the agreement may be updated, added to and removed by mutual agreement without reopening the main agreement.

1.7. Definitions

Detailed descriptions of the parties to the agreement.

General guidelines and principles refer to, for example, guidelines related to travel.

In this agreement, an employee refers to a person who is employed by a company that is a party to the agreement and who falls within the scope of the agreement.

In this agreement, employer refers to the companies that are parties to the agreement.

The agreement refers to Pinja's general guidelines and principles, which are not part of this agreement. General guidelines and principles may change at any time, for example, due to changes in legislation, official guidelines or practices at the employer's discretion.

References to legislation or individual provisions of law in the agreement are for information purposes.

Holiday compensation is a salary component paid to an employee for unused annual holiday, usually at the end of the employment relationship.

A child with disability refers to the definition in accordance with the Disability Services Act.

2

Employment relationship and working at Pinja

Being part of Pinja shows how we relate to our work, to learning and to one another. Our work is guided by values that matter to us: openness, cooperation, courageous renewal and caring. All for the good of both the team and the customer.

Working together and having a shared direction are key to success. Committed Pinjans are our most important strength, and we value the fact that work is done together, responsibly and in a spirit of trust.

The first steps in a new role are important. We want to make sure that the beginning goes smoothly and feels reassuring. Through onboarding, we build understanding of what the role includes, what we are aiming for in the work and how we do things at Pinja. Our aim is that everyone gets into their work with a good rhythm and feels part of our shared effort from day one.



Description

Stipulation

2.1. Start of employment

Your employment contract will be drawn up in writing before your first day of work.

We ensure that your induction is smooth at the start of your employment. We go through the most important matters, rights, obligations and opportunities related to the employment relationship. Your manager, together with the rest of the work community, is responsible for your induction.

The employment contract is drawn up in writing before the start of the employment relationship.

The employee is informed of the terms and conditions and Pinja's practices relevant to the employment relationship.

The trial period at the beginning of employment in accordance with the Employment Contracts Act:

- May last a maximum of six months.
- May be extended in accordance with the Employment Contracts Act, for example, due to a long absence.
- In a fixed-term employment relationship, may last no longer than half of the duration of the employment contract, and in any event, may not exceed six months including any extensions.
- During the trial period, the employment contract may, in accordance with the Employment Contracts Act, be revoked by either party.

2.2. End of employment

When the time comes to move on to new challenges, we agree on matters in good time and in the spirit of mutual understanding.

We comply with the notice periods specified in the agreement, unless otherwise agreed.

When an employee terminates their employment, they are subject to a notice period in accordance with the Employment Contracts Act, unless otherwise agreed in the employment contract or at the time of termination.

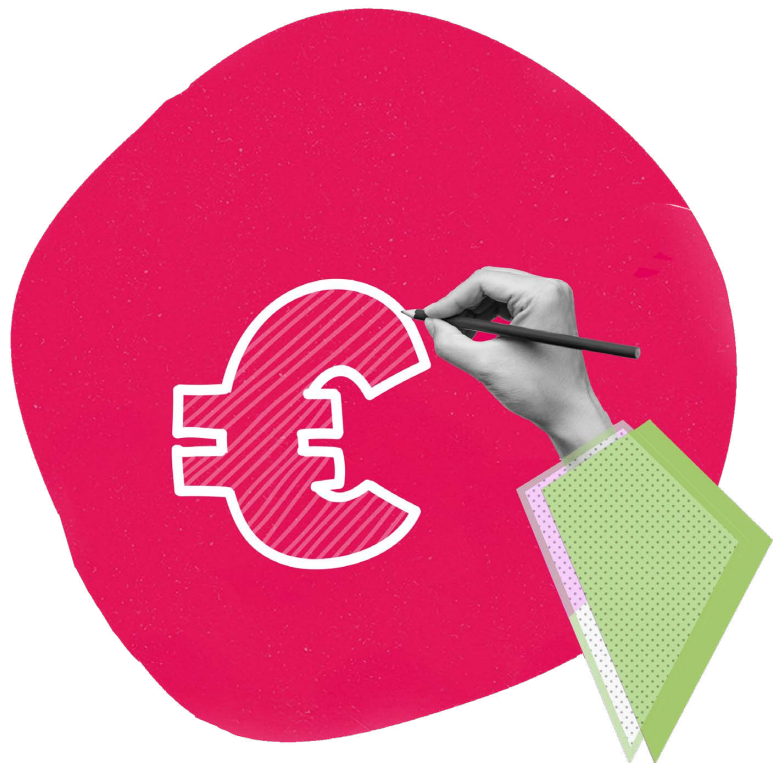
When the employer terminates the employment relationship, the statutory notice period is observed unless otherwise agreed in the employment contract or at the time of termination.

3

Salaries

Salaries must be fair, transparent and in line with the work performed. Our goal is simple: work must be compensated appropriately. We are building a culture in which reward practices are fair, equitable and transparent. Employees are encouraged to discuss salaries, and it is important that they understand the reasons behind them.

Salaries are discussed regularly as part of annual performance reviews. We keep an eye on salary trends in the industry to ensure that our employees are paid competitively and in line with current market rates. This is how we build a culture that evolves with the company and supports motivation.



Description

Stipulation

3.1. Salary

We promote equality and motivating salary trends.

Your salary is determined based on the demands of the job, your skills and your performance.

Salaries are always discussed and agreed on in person with the employer.

An employee's salary is determined on the basis of their employment contract and in accordance with the employer's salary criteria, where the determining factors are the demands of the job, the qualifications required for the job, the level of responsibility, performance, workload, working conditions and other key factors defined by the company.

The minimum salary is €2,000/month for full-time employment, €2,570/month for specialist positions and €3,130/month for positions involving project responsibility.

In training aimed at permanent employment, the salary is at least 85% of the minimum salary.

In labour market training, apprenticeships, study paths and other similar training programmes, the salary is determined in accordance with the programme. Training may also be funded in some other way or be unpaid.

3.2. Salary adjustments

At Pinja, salary discussions are held as part of performance reviews, and salary adjustments are generally made during the first quarter of the year.

Through this practice, we want to ensure that all Pinjans have an opportunity to discuss their salary and their work so that their contributions are seen and appreciated.

The amounts for and the execution of salary adjustments are agreed annually by the end of December. The salary settlement is agreed between the personnel committee and the employer (Section 8.3.). The minimum salaries and compensation specified in this agreement are adjusted at the same time.

Salary adjustments take effect annually, no later than the beginning of March.

If no salary settlement has been reached by the end of December, either party to the agreement can terminate this agreement within the notice period.



4

Working hours and travel

Taking care of employees' wellbeing is our shared responsibility. We ensure that working hours are in the right balance and that rest and recuperation are always part of the working week. Flexible working hours support a healthy work-life balance and allow for different lifestyles and situations. Our practices emphasise clarity, fairness and a smooth everyday working life.

We take wellbeing and responsibility seriously also during business trips. We always represent Pinja, which is why we make conscious choices when travelling and take the environmental impacts of our travel into account. Business travel accounts for a significant share of our carbon footprint, and we want to make a difference through our choices and shared ground rules.

	Description	Stipulation
<p>Working hours</p> <p>4.1. Regular working hours</p>	<p>The daily working hours are generally 7.5 hours on five days a week.</p> <p>The work is usually daytime work; in customer service, working hours are determined by the customer service hours valid at the time.</p>	<p>Regular working hours are a maximum of 7.5 hours per day and 37.5 hours per week, unless otherwise agreed with the employee.</p> <p>A working week begins on Monday, and a workday is a calendar day.</p> <p>If the service requirement so demands, the allocation of working days and shift work may be agreed locally.</p> <p>A more detailed description in Appendices 1 and 6.</p>
<p>4.2. Rest and breaks</p>	<p>Balance between work and other aspects of life promotes wellbeing. We must work together to ensure adequate rest.</p>	<p>Saturdays and Sundays are generally days off, unless otherwise agreed locally.</p> <p>Employees are entitled to a lunch break, which is not counted as part of their regular daily working hours.</p> <p>Employees can take a short break during working hours twice a day at a convenient time with regards to work duties.</p>
<p>4.3. Weeks with public holidays</p>	<p>Irregular working weeks.</p> <p>The management of public holidays in relation to part-time work is settled in the agreement on the reduction in working time.</p>	<p>Public holidays that reduce the regular weekly working hours are the following days when they fall on weekdays other than Saturday:</p> <ul style="list-style-type: none"> New Year's Day Epiphany Good Friday Easter Monday 1st of May Ascension Day Midsummer Eve Independence Day Christmas Eve Christmas Day Boxing Day
<p>4.4. Flexible working hours</p>	<p>With the flexible working hours model, you have the opportunity to arrange your working hours flexibly within the agreed time frame, taking into account your work obligations, the team's mutual timetables and the requirements of customer work.</p> <p>The aim is to support your wellbeing and make it easier to balance work and free time.</p>	<p>Pinja uses locally agreed flexible working hours, which are subject to the flexible working hours guidelines in force at any given time.</p> <p>Regular working hours may be exceeded or reduced within the time frame of the flexible working hours scheme.</p> <p>Flexible working hours apply to work that falls within the scope of the Working Time Act.</p> <p>The maximum amount of accumulated overtime can be +60 hours and the minimum amount -20 hours.</p> <p>A more detailed description in Appendix 1.</p>

Description

Stipulation

4.5. Overtime and Sunday work

Overtime and Sunday work are rare at Pinja and are always separately agreed between you and the employer.

Overtime is compensated in accordance with the applicable practices.

Overtime and Sunday work are compensated in accordance with the Working Time Act and these terms of employment.

Overtime is compensation for work performed at the employer's initiative and with the employee's consent in excess of the maximum regular working hours, i.e. 7.5 hours per day (daily overtime) and 37.5 hours per week (weekly overtime).

At the time of signing the agreement, the compensation payable under the Working Time Act is as follows:

- For daily overtime, the first two hours are paid at a rate of 50% and subsequent hours at a rate of 100% above the normal salary.
- Weekly overtime is paid at a rate of 50% above the normal wage.
- In addition to any overtime pay, work performed on Sundays and public holidays is compensated with a 100% Sunday work increment.

In addition to the Working time Act,

- for weekly overtime, a 100% salary increase is paid for hours worked in excess of eight hours.

Daily and weekly overtime cannot occur at the same time.

4.6. Standby duty and call-out work

At Pinja, work is mainly carried out during regular working hours.

Standby duty and call-out work are attended to in accordance with the jointly agreed practices.

Standby duty and its compensation are agreed with the employee on standby.

Call-out work is performed on the basis of a call-out request made by the employer, whereby the employee, outside of standby hours, performs the work outside of their regular working hours.

A more detailed description in Appendix 2.

4.7. Business travel

If you travel for work, you represent Pinja when you are on your work trip. We act responsibly and in accordance with agreed practices when travelling.

When work tasks require travel, we comply with Pinja's practices and travel guidelines.

A more detailed description in Appendix 3.

4.8. Travel expenses

Necessary travel expenses and per diem allowances incurred during business trips are reimbursed based on actual costs and in accordance with Pinja's practices and travel guidelines.

5

Annual holiday

Annual holiday is an important time to detach from work and recharge our batteries. It is time for focusing on things that are important to us, such as our family, friends, hobbies or for simply resting.

We believe that employees who feel good are more energetic, which is why we encourage everyone to take timely holidays. When we are properly rested, our work runs smoothly and life stays in balance.



Description

Stipulation

5.1. Annual holiday

All Pinjans are entitled to holiday or time off annually.

Up-to-date information on your holidays is available from Pinja's salary service.

Employees' annual holiday is determined in accordance with the Annual Holidays Act.

Annual holiday is taken in accordance with the locally agreed model in force at the time.

Holidays earned during the current holiday credit year can be taken in advance by prior agreement from 1 January at the earliest.

Annual holiday pay is paid in conjunction with the payment of regular salary, in accordance with the employer's current practice.

At the beginning of the employment relationship, it is possible to supplement the holiday entitlement with unpaid leave. The employee and the manager come to an agreement with regards to the issue.

5.2. Holiday bonus

Holiday bonus is half of your annual holiday pay.

Summer holiday bonus is typically paid in June and winter holiday bonus in February.

Holiday bonus is paid annually at 50% of the annual holiday pay in accordance with the Annual Holidays Act.

In order to receive holiday bonus, employees must take their annual holiday at the stated or agreed time.

Holiday bonus is paid in accordance with the employer's practice in force.

Holiday bonus is not paid on holiday compensation. Insofar as holiday bonus has been paid for holiday days that are compensated with holiday compensation at the end of the employment relationship, the holiday bonus will be recovered.



6

Absences

Life rarely follows a straight path, and sometimes we may require a break from work. At Pinja, the approach to balancing work and other aspects of life is straightforward and compassionate. We encourage employees to bring up issues in good time so that we can make plans together. When the ground rules are clear, day-to-day life works well, and everyone can focus on things that matter the most.

The different phases of life are often special. It is important to us that Pinjans are supported in changing life situations. We take a flexible and equal approach to family leave and other arrangements.

Description

Stipulation

Falling ill

6.1.

Salary during illness

Salary is paid for short periods of approved sick leave. Absences must be reported in accordance with the guidelines.

Doctor's appointments and other personal errands should be scheduled outside of working hours. Visits to occupational health services required by the employer or work duties are generally considered working time and are agreed with the manager.

If the same illness recurs within a short period of time, the absences can be counted together.

The employer applies for Kela sickness allowance for as long as the absence is paid. When sickness absence becomes unpaid, the employee applies for the sickness allowance themselves.

The conditions for pay during illness are determined in accordance with the Employment Contracts Act.

The employee must immediately notify the employer of their incapacity for work and, if possible, its duration. The employee must present an account of their incapacity for work approved by the employer (e.g. a doctor's certificate) in accordance with the employer's valid practice.

Pay during illness is paid in connection with each case of incapacity for work as follows, when the continuous duration of the employment relationship has been:

- under one month, in accordance with the Employment Contracts Act
- 1 month, but less than 3 years, for a period of 4 weeks
- 3 years, but less than 5 years, for a period of 5 weeks
- 5 years, but less than 10 years, for a period of 6 weeks
- at least 10 years, for a period of 8 weeks

If the same illness recurs within 30 days of returning to work, the pay during illness period is calculated as if it were a single period of absence. After the maximum period, salary is paid on the basis of the same illness in accordance with the Employment Contracts Act until the employee has been fit for work for 12 months.

The employer pays the employee's salary and applies for the daily allowance payable to the employee under the Health Insurance Act for this period. If the daily allowance referred to in the Health Insurance Act is not paid for reasons attributable to the employee, or if it is paid at a lower rate than that stipulated by law, the employer's obligation to pay a salary is reduced by the amount not paid.

Description

Stipulation

Parental leave

Pregnant employees receive salary during their pregnancy leave.

6.2. Pregnancy leave

Pregnant employees receive salary for a total of 40 working days during pregnancy leave, provided that they have been continuously employed for at least five months prior to the expected date of confinement.

Pregnancy leave begins 30 working days before the expected date of confinement. The employer and the employee may agree to delay pregnancy leave so that it begins no later than 14 working days before the expected date of confinement.

6.3. Parental leave

The parents of a child receive a salary for an equally long period during parental leave.

The payment of salary is not affected by whether the person is a biological or adoptive parent or a resident-parent or non-resident parent. Salary can also be paid to another person involved in the care of the child and who has been granted parental leave.

During parental leave, salary is paid for a total of 30 working days to the birthing parent, the non-birthing parent, adoptive parent or other person involved in the care of the child to whom parental leave has been granted, provided that the employment relationship has continued for at least five months prior to the expected date of confinement.

An adoptive parent's right to salary applies to children under the age of 10.

Paid parental leave can be divided into a maximum of two parts.

6.4. Conditions for paid leave

The condition for the payment of salary is that the employee is legally entitled to pregnancy or parental allowance.

For the period during which the employer has paid the aforementioned pregnancy or parental leave salary, the employer is entitled to claim back the daily allowance or comparable compensation payable to the employee under the law or agreement, or to receive from the employee an amount corresponding to the daily allowance or compensation, but not exceeding the amount of the salary paid.

Description

Stipulation

Other absences

6.5. If your child falls ill

If your child falls ill, you can take a short period of paid leave, lasting no more than four days, to care for your child or to arrange the child's care.

If an employee's own child or a child living in the same household under the age of ten or a child with disability under the age of 18 suddenly falls ill, the employee receives sick pay in accordance with the provisions on sick pay for a period of up to four working days in order to arrange the care for the child or to care for the child.

The employee must provide the employer with an account regarding the child's illness similar to that required for the employee's own illness. In addition, if the employer so requires, an account explaining the other guardian's inability to care for the child shall be presented to the employer.

6.6. Temporary absence

A brief temporary absence due to unexpected events within the family is intended for organising urgent matters or care.

An employee is entitled to a temporary absence from work if their immediate attendance is necessary due to illness, accident or death of a close relative, for unforeseeable and compelling reasons.

A close relative refers to the employee's partner, their own and their partner's parents, grandparents, children, siblings and persons living permanently with the employee.

Employees are entitled to a paid temporary absence for a maximum of two days during a period of 12 consecutive months. Longer absences are facilitated where possible by utilising flexible working hours.

Description

Stipulation

6.7. National defence

You receive pay when you participate in a call-up, reservist training or supplementary service.

When an employee participates in a call-up, reservist training or supplementary service, as referred to in the Non-Military Service Act, they are paid their salary for the days of participation.

Employees' participation in voluntary reservist training, national defence activities or non-military service activities is facilitated where possible through flexible working hours, taking into account work obligations.

6.8. Other time off

Work can be flexible when important things are happening in your life. You are entitled to paid leave on the day you get married, on your 50th birthday and every tenth birthday thereafter, on your moving day and on the day of a close relative's funeral.

The aim is to arrange days off for employees on their important days, such as birthdays, by utilising flexible working hours.

Employees are entitled to a paid day off:

- on a workday they get married
- on a workday a close relative's funeral is organised
- on their 50th birthday and every tenth birthday thereafter. The date for the day off is separately agreed and must be used within 6 months.
- when moving from their permanent residence if the moving day is on a workday. Employees are entitled to a paid moving day no more than once in a twelve-month period.



7

Development

Developing our skills and expertise is an essential part of our work and one of our strengths. We learn new things in our daily work with customers and in projects, through interaction with colleagues and on various training courses. All Pinjans have the right to develop their skills in line with our training promise, and we actively encourage this.

It is important that every employee is given the opportunity to grow in a direction that supports their career goals while also promoting the company's objectives. Supporting a new role or a next step is not an exception, but part of our work culture.

Long-term growth is built on everyday insights, good teamwork and small steps forward. We develop practices that encourage feedback, support experimentation and leave room for innovation. At the same time, we are building career paths that are flexible at different stages of life and take individual wishes and needs into account.



8

Cooperation

At Pinja, cooperation is about everyday interaction, open dialogue and sharing information between employees and the employer. Our goal is to develop the company, our work and our working environment together.

The personnel committee includes representatives of both employees and the employer, and it meets regularly to discuss matters related to our work community. You can contact its members if you want to give feedback, share a development idea or raise a concern, wish or idea related to our workplace.

Description

Stipulation

8.1. Local agreement

We can amend the joint terms of employment by updating this agreement or by making supplementary agreements.

It is possible to agree on different terms of employment locally in accordance with this section, taking into account the mandatory provisions of law.

Local agreements may be concluded between the employer and the employee or between the employer's representative and employee representatives.

If no employee representatives have been elected, the employees have the right to elect an employee representative from among themselves to negotiate a local agreement. The election or other selection procedure must be organised in such a way that all employees covered by the terms of employment have the opportunity to participate in the selection of a representative.

A local agreement must be made in writing. The agreement must specify the duration of the agreement, who is covered by the agreement and the issues the agreement covers. The notice period for the termination of a local agreement is three months, unless otherwise agreed.

8.2. Settlement of disputes

We strive to resolve any disputes relating to work or working conditions through negotiation and agreement.

Disputes concerning the terms of employment are primarily resolved through negotiations at the workplace.

A dispute is primarily resolved through negotiations between the employee and the employer.

At the request of the parties, the dispute is resolved through tripartite negotiations between the employee, an employee representative and the employer.

Disputes concerning the interpretation of the terms of employment are resolved through negotiations between the employer and an employee representative.

Local negotiations commence without undue delay. Negotiations must begin no later than one week after the negotiation proposal has been made.

8.3. Personnel committee

The personnel committee promotes and keeps up to date with cooperation and occupational safety and health at Pinja.

The personnel committee consists of both employee and employer representatives and meets regularly to discuss issues to do with the work community.

Pinja's personnel committee meets regularly and includes the employee representatives and the occupational safety and health representative as employee representatives, as well as the HR director, the occupational safety and health manager and other potential employer representatives. The HR director acts as the chair of the personnel committee, unless otherwise agreed.

Description

Stipulation

The personnel committee deals with cooperation and occupational safety and health matters that affect all employees or specific employee groups. Issues that concern individual employees are primarily dealt with between the employee in question and their manager. But at the request of the individual, also between the personnel representative and the employer representative.

At Pinja, an employee representative acts as the employees' representative in matters related to employment relationships, and an occupational safety and health representative acts in matters related to occupational safety and health. The employee representative and the occupational safety and health representative work closely together as they represent the employees.

The terms of office of an employee representative and of the occupational safety and health representative are three years.

The employees choose among themselves an employee representative and an occupational safety and health representative. Elections or other selection procedures must be organised in such a way that all employees covered by the terms of employment have the opportunity to stand as candidates and to participate in the selection of a representative.

If there is more than one employee representative at Pinja, one of them is elected as the employer's contact person.

The compensation for an employee representative and an occupational safety and health representative is €150 per month. The position of trust is held alongside the employee's main job.

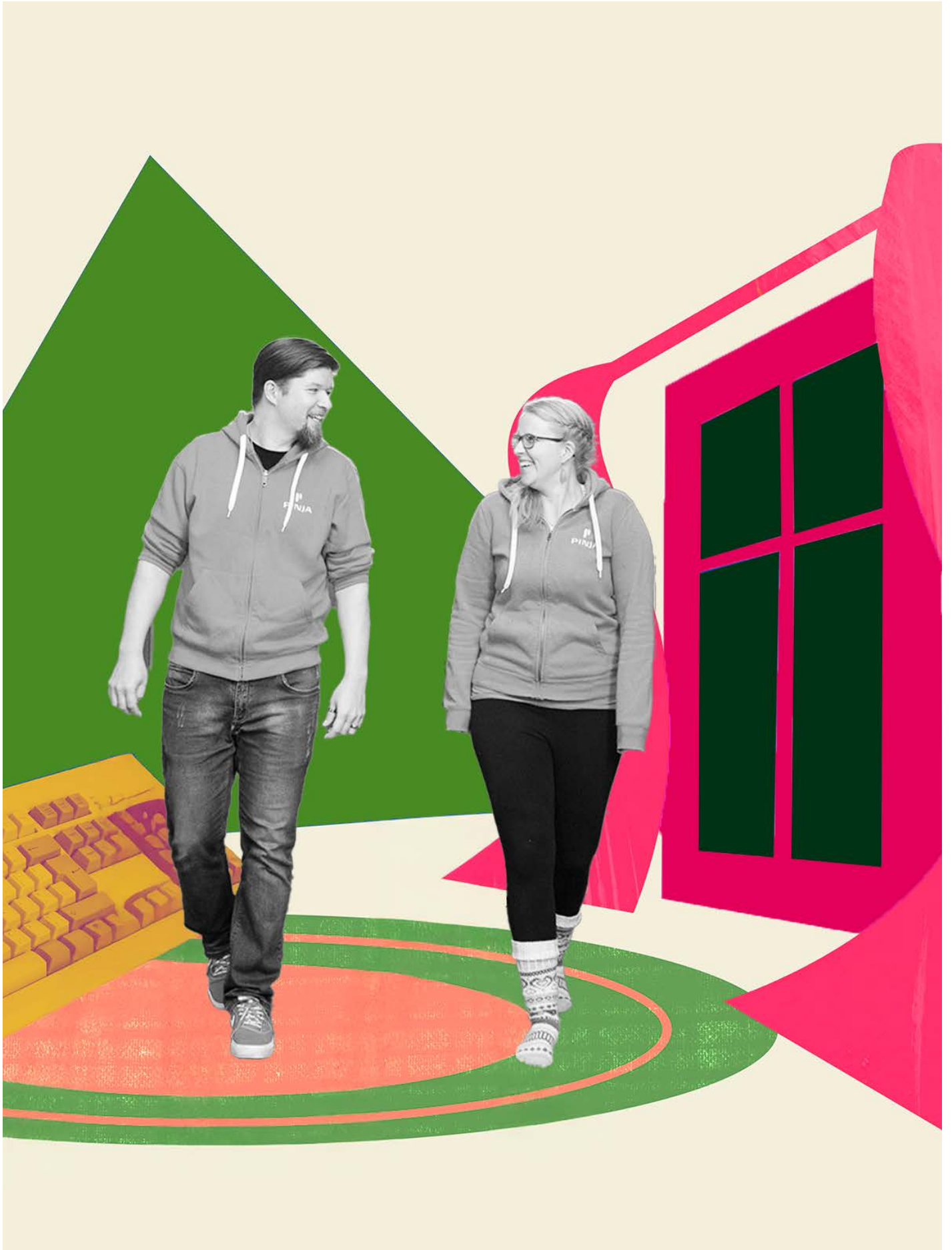
A more detailed description on employee representation in Appendix 4.

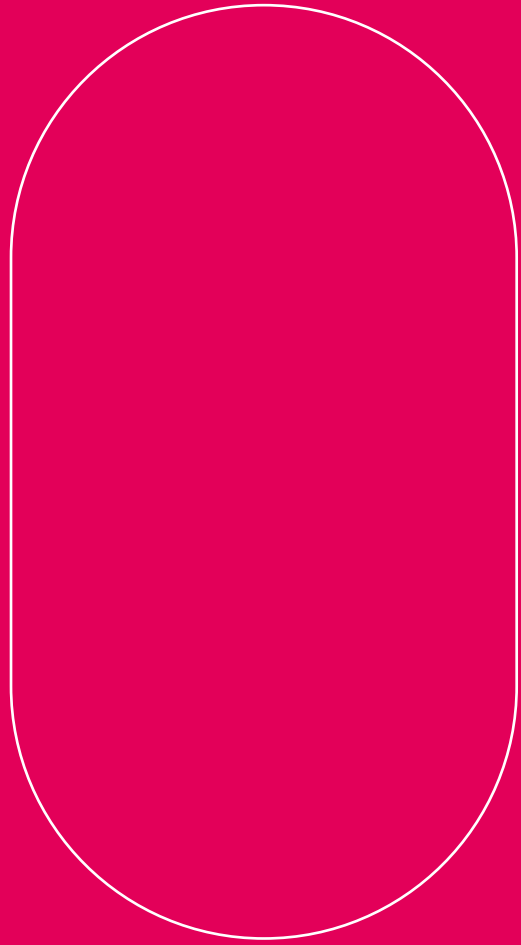
8.4. Development of terms of employment

We act in accordance with our values and actively develop our terms of employment together. You can provide feedback and suggestions for improvement via the employment terms development channel.

Thank you for your initiative!

The personnel committee meets once a year to review the validity of the joint terms of employment, any feedback and development needs.





PINJA