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# **THE COLLECTIVE AGREEMENT** **concerning** **DIRECT MAIL DELIVERY**

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between  
**FINNMEDIA**  
and  
**INDUSTRIAL UNION**

The agreement is valid until 29 February 2028

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# Collective agreement protocol

FINNMEDIA – INDUSTRIAL UNION

## COLLECTIVE AGREEMENT CONCERNING DIRECT MAIL DELIVERY

Date                    14 March 2025

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The parties to the collective agreement on direct mail delivery have agreed to renew the collective agreement in force until 28 February 2025 with the changes set out in this collective agreement protocol.

### 1. CONTRACT PERIOD

The contract period is from 1 March 2025 to 29 February 2028. It will continue thereafter for one year at a time unless terminated by either party. The notice period is two months.

During November 2026, the parties will review the achievement of the agreement's objectives and the foreseeable economic and employment prospects in the sector. Based on this review, either party will have the option of terminating the collective agreement with effect from 28 February 2027. Notice of termination must be submitted in writing to the other party by 31 December 2026 at the latest.

### 2. SALARY INCREASES

#### 2.1 Year 2025

Salaries will be increased by 2.5% from 1 July 2025 or from the beginning of the next pay period thereafter.

The minimum hourly wages will be increased to EUR 8.32 per hour from 1 July 2025 or from the beginning of the next pay period thereafter.

## **2.2 Year 2026**

Salaries will be increased by 2.9% from 1 June 2026 or from the beginning of the next pay period thereafter.

The minimum hourly wages will be increased to EUR 8.56 per hour from 1 June 2026 or from the beginning of the next pay period thereafter.

## **2.3 Year 2027, if the collective agreement has not been terminated**

Salaries will be increased by 2.4% from 1 June 2027 or from the beginning of the next pay period thereafter.

The minimum hourly wages will be increased to EUR 8.77 per hour from 1 June 2027 or from the beginning of the next pay period thereafter.

## 1. Scope of application

This collective agreement shall apply to direct mail delivery personnel employed by members of Finnmedia and to their terms of employment. The collective agreement shall not apply to salaried employees.

The scope of application of the collective agreement covers all work related to direct mail delivery companies' business, including sorting and other duties materially associated with delivery.

## 2. Agreement validity

This agreement shall be in force for the period 1 March 2025–29 February 2028 and after that one year at a time unless the agreement is terminated in writing at the latest two months before its end.

During November 2026, the parties will review the achievement of the agreement's objectives and the foreseeable economic and employment prospects in the sector. Based on this review, either party will have the option of terminating the collective agreement with effect from 28 February 2027. Notice of termination must be submitted in writing to the other party by 31 December 2026 at the latest.

## 3. Concluding and terminating an employment contract

An employment contract shall be made in writing.

The concluding of an employment contract, the content of the employment contract, fixed-term employment, the trial period and the termination of employment is determined pursuant to the Employment Contracts Act. The content of the Employment Contracts Act does not constitute part of the collective agreement.

## 4. Pay

### 4.1 Pay system

Pay shall be based on the pay system used in the company. The pay system may be based on item-specific compensation, time-based pay or a combination of both, among other options.

Delivery work consists of the sorting and delivery of items, related processing of items and the signing off of the delivery.

## 4.2 Minimum hourly wages

When the agreement comes to force, minimum wages for employees with hourly pay are EUR 8.12 per hour.

Starting from 1 July 2025 or from the beginning of the next pay period thereafter, minimum wages are EUR 8.32 per hour.

Starting from 1 June 2026 or from the beginning of the next pay period thereafter, minimum wages are EUR 8.56 per hour.

Starting from 1 June 2027 or from the beginning of the next pay period thereafter, minimum wages are EUR 8.77 per hour, if collective agreement is not terminated

The wages paid to a delivery employee for a work performance entity must, on average, meet the minimum hourly wages level according to the collective agreement.

## 4.3 Review procedure

The employer and the employee shall have the right to demand work measurement to verify the minimum hourly wages no more than once a year for the same work package. The new wages shall enter into force from the start of the review period. The associations recommend that the request be made in writing.

The average realisation of the minimum hourly wages shall be reviewed by looking at the compensation paid during the review period in relation to the total working hours for the work performance entity in question. The review period is 14 distribution times, but at least 3 months.

The primary review procedure is to review, on the basis of inspection and experience, the delivery employee's work performance entity and work phases by using existing information and by making inspection visits, if necessary. If the matter cannot be settled in this manner, it may be requested that the work performance entity is measured. The review should be completed within two months under normal circumstances.

# 5. Payment of wages

Wages are paid once a month in arrears, at the latest on the 15th day of the following calendar month. If the payment day is a Saturday, Sunday or public holiday, wages are paid on the preceding day.

The wages paid at the end of employment are paid on the first normal wages payment day after the end of employment.

## 6. Some working hours provisions

The employer shall deliver materials to the employee's home address or another jointly agreed address so that delivery can be performed within the timeframe defined for delivery.

On the weekend, the primary delivery day is Saturday. With the employer's consent, the delivery employee may, at their own initiative and on a case-by-case basis, perform weekend delivery on Sunday; however, in this case, the same pay bases as for Saturday apply.

Extra delivery refers to an extra delivery day. A delivery employee may refuse extra deliveries.

If the normal delivery day is a midweek holiday and the delivery day is not rescheduled to the day preceding or following the normal delivery day, the normal delivery compensation raised by 100% is paid for the delivery in question. Rescheduling the delivery day requires that the products to be delivered are provided so that the delivery can be performed at the given time. Employees must be informed of any rescheduled delivery days at the latest two (2) weeks in advance.

## 7. Application of the Working Hours Act

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Pursuant to section 2, subsection 1(4) of the Working Hours Act, the Working Hours Act does not apply to an employee whose working hours are not determined in advance, whose use of working hours is not monitored and who, as a result, can decide on their working hours independently. In addition, the work in question should be, due to special operational characteristics related to it, such that it is performed in conditions where it cannot be considered a duty of the employer to monitor the arrangement of the time spent on the work.

The parties note that the separate direct delivery of unaddressed items according to the collective agreement constitutes work described above and is not subject to the Working Hours Act. If working hours or the determination of pay is agreed in the employment contract in a manner that requires monitoring of working hours, the Working Hours Act shall apply.

## 8. Annual holiday provisions

An employee is paid a 9.0% holiday compensation or holiday pay or, if the employment has continued for at least one year at the end of the holiday credit year preceding the holiday period, the employee is paid 11.5% of the wages paid to them. Holiday compensation is calculated separately for each calendar month and is paid monthly in connection with

the payment of wages, unless locally agreed otherwise. Holiday pay can also be paid in connection with the holiday.

An employee's entitlement to annual holiday is determined pursuant to the Annual Holidays Act. The Annual Holidays Act does not constitute part of the collective agreement.

## 9. Sick leave

An employee who is absent due to illness must personally inform their supervisor of the absence as soon as possible. If requested by the employer, the employee must provide a certificate on incapacity for work to verify the absence.

In other respects, the provisions of chapter 2, section 11 of the Employment Contracts Act shall apply.

## 10. Unpaid leave

As far as possible, the employer strives to grant employees unpaid leave for justified reasons. Such reasons may include, for instance, a trip, a camp school or an examination period at an educational institution. Unpaid leave must be agreed on with the employer at the latest two weeks in advance. The employee must always get the employer's written confirmation for the leave granted.

In addition, an employee is entitled to leave for participating in an educational institution's entrance examination, provided that they inform the employer at least two weeks in advance.

The employer is entitled to receive a written certificate on the grounds for the absence.

## 11. Safety and auxiliary equipment

The employer specifies the appropriate safety equipment to be used in delivery work, taking into account the provisions of the Occupational Safety and Health Act.

The employer shall provide employees with auxiliary equipment to facilitate delivery work, if necessary. The employer specifies the appropriate auxiliary equipment to be used in the delivery area.



## 12. Negotiating procedure at the workplace

Questions concerning terms of employment shall first be resolved through discussions between the employee and supervisor. If an issue relating to the terms of employment cannot be resolved in this way, it shall be discussed in negotiations between the shop steward and the employer's representative. The result of the negotiations is recorded and those involved are notified of the result.

If a dispute cannot be settled at the workplace, the employer or employees may take the initiative to submit the matter to be resolved by the associations.

If the associations cannot settle the dispute concerning the interpretation of the collective agreement, the matter may be submitted to the Labour Court for settlement.

## 13. Local bargaining

Local bargaining on matters separately mentioned in the collective agreement is possible according to the negotiating procedure in this agreement. In local bargaining negotiations, the negotiating parties in matters concerning one employee are the employee and the employer and, in matters concerning the entire company, the negotiating parties are the shop steward and the employer.

Local agreements shall be made in writing.

The agreement can be made for a fixed or indefinite period. An agreement made for an indefinite period may be terminated with three months' notice, unless the notice period has been agreed otherwise.

An agreement between the shop steward and the employer is binding on the employer and all employees represented by the shop steward. A company-specific local agreement, as defined in the collective agreement, constitutes part of the collective agreement and will be applied even after the validity of the collective agreement.

## 14. Freedom of association

Employers and employees have the right to freely decide on joining professional associations.

## 15. Shop stewards

1. A shop steward in this agreement, unless otherwise stated in the text of the agreement, refers to a chief shop steward.

2. A shop steward and a deputy shop steward, who shall be employed at the workplace in question and familiar with the conditions at the workplace, can be elected from among the employees covered by the collective agreement.

3. The employees at each workplace who are members of the organization bound by the collective agreement elect the shop steward and the deputy shop steward for a period of two calendar years at a time. The employer is notified in writing when the deputy shop steward elected will act as a substitute for the shop steward.

4. The election of a shop steward can be carried out at the workplace. If the election takes place at the workplace, all members of the Industrial Union shall be given the opportunity to participate in the election. However, the arrangement and execution of the election must not disturb work. The schedules and venues of the election shall be agreed on with the employer no later than 14 days before the election. The employer shall give the persons designated by the local branch union the opportunity to conduct the election.

5. The shop steward's main duty is to represent the local union branch in matters concerning the application of the collective agreement. The shop steward's task is also to promote local agreements and the development of business operations.

6. Shop stewards' opportunities to develop and advance in their profession must not be impaired because of their duties as a shop steward. A shop steward shall comply with the general terms of employment, working hours, supervisory staff's orders and other administrative rules.

If employees in the company are terminated or laid off for financial or production-related reasons, a shop steward shall not be subjected to such a measure, unless the company's operations are completely suspended. However, this provision may be deviated from if it is mutually found that the shop steward cannot be offered work that corresponds to his or her profession or that is otherwise suitable for him or her.

A shop steward's employment cannot be terminated for a reason attributable to the shop steward without the consent of the majority of employees that he or she represents, as required by chapter 7, section 10 of the Employment Contracts Act.

A shop steward's employment contract must not be cancelled in violation of the provisions of chapter 8, section 1 of the Employment Contracts Act. Cancellation of a shop steward's employment contract on the grounds of violating administrative rules is not

possible, unless the shop steward has, at the same time and repeatedly, materially and despite a warning, failed to comply with them despite warnings. When assessing the grounds for terminating the trustee's employment contract, they must not be placed in a worse position than other employees.

The provisions of this paragraph shall also apply to an employee who has served as a shop steward for six months following the termination of his or her shop steward duties.

If a shop steward's employment contract has been discontinued in violation of this agreement, the employer is liable to pay the shop steward a compensation equaling the pay for at least 10 and at most 30 months. The compensation shall be determined in accordance with the grounds provided in chapter 12, section 2 of the Employment Contracts Act. The fact that the rights under this agreement have been violated shall be taken into consideration as a factor increasing the compensation.

## **16. Compensation for shop steward and industrial safety delegate**

A separate compensation, EUR 50 per month, is paid to the shop steward and industrial safety delegate.

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## **17. Collection of trade union membership fees**

The employer deducts from each payment of wages the employee's membership fee for the trade union that has signed this collective agreement if the employee has given the employer an authorisation to do this. The deducted membership fees are paid to the bank account indicated by the trade union immediately, but no later than on the wages payment day. The membership fee is deductible from any wages subject to withholding tax. The trade union shall provide employers with a member-specific membership fee collection and clearance instructions.

At the end of the calendar year or the employment, the employer gives the employee a certificate of the deducted membership fees.

## **18. Industrial peace**

Industrial peace and the obligation to supervise it is determined pursuant to the Collective Agreements Act.

