

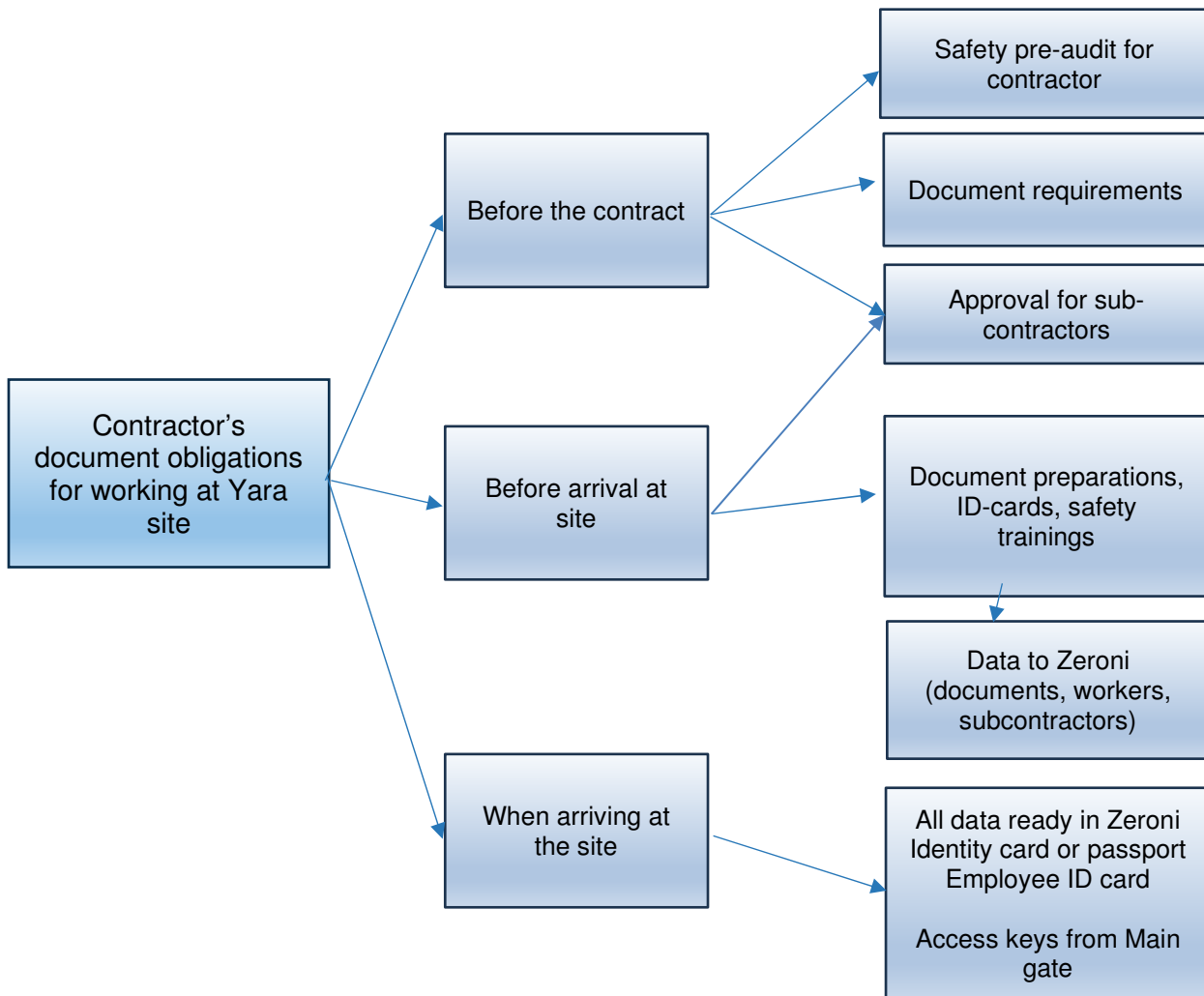


# ATTACHMENT 14

Contractor's obligations for working at Yara

Knowledge grows

## CONTRACTOR'S OBLIGATIONS FOR WORKING AT YARA SITE IN FINLAND (YARA SUOMI IS CONSIDERED AS A CONSTRUCTION SITE)





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### Document requirements for the contract with Yara

Send the following documents to your purchaser:

- Fill out safety pre-audit form
- Get approval for your subcontractors from Yara (see section 14.4)
- Documents required by Finnish Law on Construction or, if available, your Reliable Partner - report from Vastuugroup.fi
  - o 1. Extracts from
    - Finnish tax prepayment register
    - register of employers
    - VAT (value-added tax) register
  - o 2. Extract from register of companies (eg. Chamber of Commerce)
  - o 3. Clarification of tax in due (Statement from your tax office)
  - o 4. Clarification of the pension insurance premium
  - o 5. Clarification of the collective agreement or the terms of employment for the contract
  - o 6. Copy of the company's accident insurance
  - o 7. Copy of the Company's Occupational health care partner
- Insurance certifications: All Contractors working at Yara Sites must have a **general liability insurance**. If the contract involves installation, the Contractor must also have an **installation liability insurance**. If the contract involves lifting, an **erection all risk general insurance** is needed. If the contract involves construction works, the Contractor must take a **construction all risk insurance (CAR)**, that covers also the side- and sub-contracts. The Contractor shall therefore submit the Orderer the document a. in any case and the documents b.-d. if applicable.
  - a. Certificate of a general liability insurance, minimum liability 2.000.000 eur
  - b. Certificate of an installation liability insurance, minimum liability 2.000.000 eur
  - c. Certificate of an erection all risk general insurance, minimum liability 80.000 eur
  - d. Certificate of a construction all risk insurance (CAR), minimum liability the replacement value of the Delivery

### Document preparations before arrival at Yara site

- Arrange a **representative for your company** and employees in Finland, who is authorized to act in a court of law for the company posting workers. The representative must have an address in Finland, and you need the contact details for employee data
- Submit your **notification of posted workers** to the Finnish Occupational Safety and Health authority in this link: [Notification of posting workers - Suomi.fi](#) . Download and save the certification of the completed notification.
- Get your employees the **Finnish tax number** and **ID-code**. Detailed instructions about Finnish tax numbers and tips how to speed up the process in this link: [The tax number - vero.fi](#) . To get the Finnish ID-code, the employee must visit the tax office in person. Book a time to visit the tax office by calling the general tax service number +358 29 497 070.
- Get your employees an **employee ID-card or a document** with employee name, photo, Finnish tax number, employer name, VAT and corporate form. The document must be on person at Yara site.
- Completion of Yara gate safety trainings (create your own credentials, with the Finnish tax number) in this link: <https://yara.community.gimletlms.com/en/login>



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**The above reports and certificates must be no more than 3 months old. The contractor is responsible for uploading these documents to the corresponding contract in Zeroni.**

Employee information must be submitted to Zeroni **in advance**, and the contractor must ensure that all information provided is accurate. The employer is responsible for verifying that any foreign employee has the legal right to work in Finland. For third-country nationals, the employee's right to work—according to Section 81 of Ulkomaalaislaki (Aliens Act) 301/2004—must be uploaded under the employee's site access permit in Zeroni. Both sides of the residence permit card must be visible, and the identification number must be recorded. Access keys for foreign employees are issued for the first time on weekdays between 07:00 and 16:00.

If a contractor's employee operates under the right to work without a residence permit under Section 81b of the Ulkomaalaislaki (Aliens Act) 301/2004, the subcontractor may be approved for a maximum period of six (6) months (180 days).

If a contractor states during the approval process that no third-country nationals are used in their workforce, and this situation later changes, a new approval must be carried out with updated information.

All persons working on the site must carry a **photo identification card** showing: the employee's name, tax number, employer's name, business ID (VAT number) and company form.

The employee's identity will be checked upon their first arrival at the site. For foreign employees, the identity document must indicate nationality.

## Zeroni: How to get employees the access (key) to site

Your company gets a profile in Zeroni access control system. Log-in to Zeroni at this link: <https://app.zeroni.fi/>. Credentials are created to you by your local Yara purchaser. Fill out the following data into Zeroni:

1. Submit your company documents required by Finnish Law to your company profile. As soon as those documents are checked and approved in Zeroni by Yara purchaser, you can add your employee and subcontractor data. If you have an approved Reliable Partner -report available at Vastuugroup.fi, you don't need to submit these.
2. Add your employee data with the following documentation/files:
  - Contact details
  - Finnish tax number
  - Photo of employee ID card or a document with information
  - Valid occupational safety card (SSG card or Finnish Green Card)
  - Passport
  - A1 or E101 certificate (social security certificate in EU) or certificates on Work Pension insurance and health insurance in Finland
  - Work permit (only non-EU and non-EEA citizens)
  - Certification of notification of posted workers (which you got in Suomi.fi link above)
  - Contact details of your representative in Finland
  - Duration of the job site permit
3. Add your subcontractor data:
  - Company contact details and documents, and duration of the job site permit



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- Contact person, if you want to grant your subcontractor the right to maintain their own employee data
- Documents required by Finnish Law on Construction or, if available, your subcontractor's Reliable Partner -report from Vastuugroup.fi. When those are approved, the employee data can be added
- Their employee data, in the same way and with the same document requirements as described above in point 2.

Contact Zeroni helpdesk at [zeroni\\_support@eg.fi](mailto:zeroni_support@eg.fi) or your local purchaser if you need instructions.

## Zeroni instructions

Yara uses Zeroni-system to manage access control and contractor employee data. Yara grants the Contractor's contact person(s) the access to Zeroni-system. The contact person(s) gets an email and, when logging in, an SMS-message with a password. The contact person shall add their company data and their employees into Zeroni. Contractor also chains their subcontractors and adds subcontractor's employees into Zeroni. Access keys are granted for employees, who are registered and qualified in Zeroni.

Please see the following instructions:

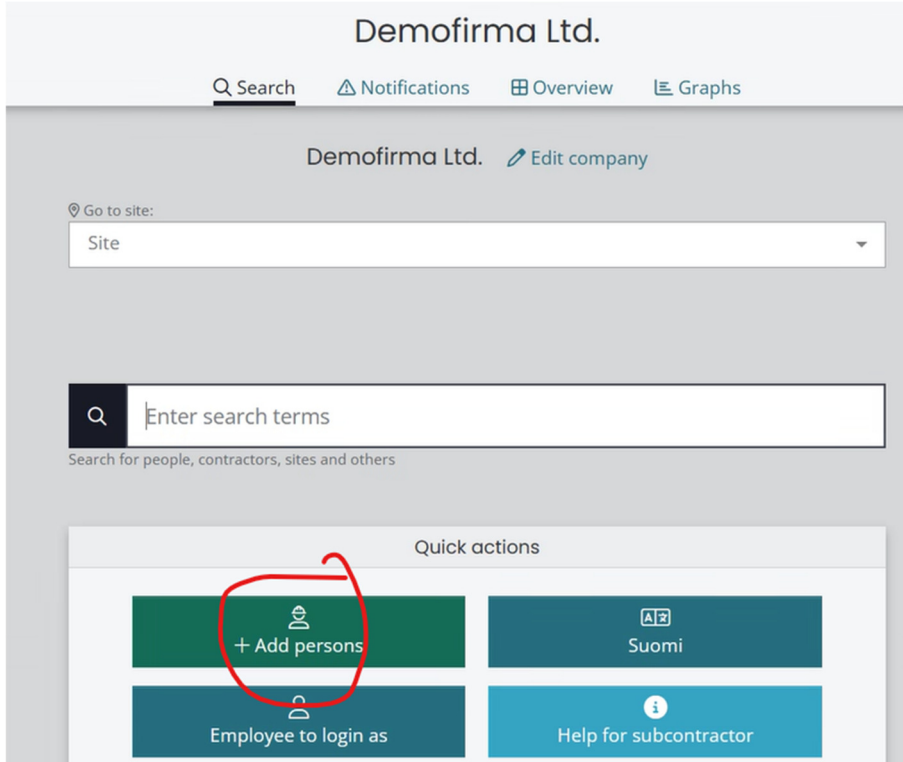
Log in at <https://app.zeroni.fi/login>.

To change language settings in Zeroni, choose English on the log-in screen or in your profile.

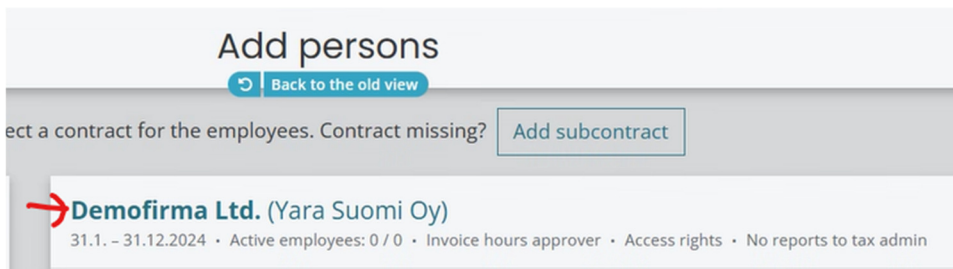
Go to "Sites" and choose the correct site. Then, add your employee data in Add persons.



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Choose your company if needed. If you can't select your company/contract, please contact your Yara contact person.



Add a new person or use existing employee data if you have.



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### Select persons ✕

SELECT AT ONCE

1 person
  Multiple persons
 or
 + Add new person

---

Demofirma Ltd.
▼

Search person (by name, tax number or Valtti)

Demofirma Ltd.

No search results.

+ Add new person

---

✓ Select person

+ Add new person

Start with the Finnish tax number.

### New person

---

READ INFORMATION FROM VALTTI CARD:

i
Please insert a Valtti card number, or alternatively enter person's information below.

#### Basic information

\* Person identifiers

TAX NUMBER \*

Tax number

12 numbers, beginning with "1000".

Submit the employee data, see the next 6 pictures. The requirements are defined in Zeroni: How to get access key..., also Zeroni gives advice about the documentation.



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\* **Immonen, Aino Maarit Emilia**  
\* Invalid data

TAX NUM.	D.O.B.	NATIONALITY	NORMAL COUNTRY OF EMPLOYMENT
100015309675	28.04.1983	Latvia (EU)	Estonia (EU)

Vehicle permit needed

Posted worker

The person has been marked as a posted worker, as their principal country of employment is not Finland. A certificate of social security is required from the posted worker. **More information** [\(tyosuojelu.fi\)](#). Additionally, the person must be reported to the Regional State Administrative Agency: **Notification of posting workers** [\(asiointipalvelu.ahtp.fi\)](#).

COLLECTIVE LABOR AGREEMENT ✓

Takolomistallisuuden tuhkatonimus ▼

\* **Immonen, Aino Maarit Emilia** 🗑️  
\* Invalid data

### Vehicle permit

**VEHICLE PERMIT TYPE \***

Search or select ▼

**REGISTRATION NUMBER \***

Registration number

**VEHICLE TYPE \***

Car

Van

Truck

**REASONS TO APPLY FOR A VEHICLE PERMIT \***

Reasons to apply for a vehicle permit

**TRAILER**

Trailer permit





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\* **Representative in Finland for this expatriate**  
\* Invalid data

Common for all selected persons

PREVIOUSLY USED REPRESENTATIVES

Choose representative

LAST NAME \*  FIRST NAME \*

STREET ADDRESS \*

POST CODE \*  CITY \*

TELEPHONE \*  EMAIL \*

---

<b>Add</b>	1 person (Employed)
<b>Selected persons</b>	Immonen, Aino Maarit Emilia

i **Immonen, Aino Maarit Emilia** does not have all the required competences. An access permit will be saved, but it will become valid when the person has the required competences.

[+ Add access permit for selected person](#)

You have to get Yara's approval for your subcontractors, use form 14.4. To add your subcontractors in Zeroni, go to "Contractors", choose your company, click "Create subcontract" and add the subcontractor and employee data.

Contractors

Contractor tree
☰ Contractor list
🔍 Contractor liability search

**Demofirma Ltd. (Yara Suomi Oy)**  
 31.1. – 31.12.2024 • Active employees: 1 / 1 • Access rights • No reports to tax admin

Summary
Create subcontract
Persons
Add persons
Contacts
Documents

▼
Subcontractors
1



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### New subcontract

Parent contract: **Demofirma Ltd. (Yara Suomi Oy)**

#### Contract partner

Q Choose from register     + New company

\* **Company**

**Unit**

\* **Start - End**  —

#### Basic information

Also choose the correct Business ID type.

### New subcontract

Parent contract: **Demofirma Ltd. (Yara Suomi Oy)**

#### Contract partner

Q Choose from register     + New company

\* **Select a type**

Select a type

VAT number

Foreign reg. num.

TIN number

Foreign SSN

**Business id**      **Foreign business id**

**Company name**

**Search countries**

**Unit**

\* **Start - End**  —

End date for parent contract **Demofirma Ltd. (Yara Suomi Oy)**: 31.12.2024.

**Set this contract to align with parent contract**  
(6.5.2024—31.12.2024) >

Yara's direct contractor is in charge of their subcontractor chain. However, you can grant your subcontractor the right to maintain their own data and documents in Zeroni by filling out the data below. The phone number must be reachable by an SMS message, for log-in.



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Contact person in company PVA Metal Mining

**Username**  Access rights to contractor and contact person

**Name**

**Contact information**

If your subcontractor is not in Trusted Partner -program (Vastuugroup.fi), submit here their company documents, defined in 14.1.

< Contractors **PVA Metal Mining**

Summary Edit Contacts **Documents**

**Contract will be valid when either information on contractor's obligations has been saved and approved, or valid information is attained via Trusted Partner program.**

**Employees can be added to the contract only after the company's information has been filled. Company info >**

**Contract information**

**PVA Metal Mining (3928048)**

6.5. - 31.12.2024

The contract has no primary foreman. You can select the foreman on the persons page or you can choose not to use foreman on the contract.

**Active employees: 0**

**Invoice hours**

**Actions**

Add hot work permit Start using daily reports

**Demofirma Ltd.**

31.1. - 31.12.2024 · Active employees: 1

**PVA Metal Mining**

6.5. - 31.12.2024 · Active employees: 0

Show in contractor tree

**Contractor's obligations**

Company is not a Tilaajavastuu Reliable Partner.

**Documents for contractor's obligations**

Status when contract was created: Pending approval

**PVA Metal Mining**

Summary Edit Contacts **Documents**

Documents for contractor's obligations

- Notification of posting of workers
- Documents



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Inform Yara procurement when the documents are ready for review and approval in Zeroni. After approval, you can add the employee data.

During your work at Yara site, please keep an eye on the Notifications in your own company profile. Your pending tasks are listed there.



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Demofirma Ltd.

Q Search   Notifications   Overview   Graphs

Sites

Site SVI00007 Yara Siilinjärven toimipaikka 2024- has invalid contracts. -

Contractor's obligation documents awaiting for approval:

- PVA Metal Mining (Demofirma Ltd.) >

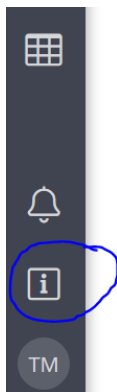
Companies

Missing some information for company PVA Metal Mining. Edit >

Employees

Employee's Immonen Aino Maarit Emilia permit missing required information Edit >

Zeroni helpdesk can be reached at [zeroni\\_support@eg.fi](mailto:zeroni_support@eg.fi) or by phone at 8-16 tel. +358 600 12929. Please see also the Support pages in low left corner in letter "i".



### Link to Gate Safety trainings

The following link will get you to Gate Safety Training info:

<https://yara.community.gimletlms.com/en/login>



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### FORM 14.4 Applying Orderer's approval for Contractor's Sub-contractors.

Contractor = A contractor in a direct contractual relation to Yara

Orderer = Yara

Sub-contractor = A contractor in a direct contractual relation to the Contractor

The Contractor shall Apply for the Yara's approval for all sub-contractors it intends to use and before they start to work at the Site by using form 14.4. **Any chaining of sub-contractors requires always separate negotiations with the Yara contact person.** Yara Procurement grants the approvals for the Sub-contractors and maintains a register of the Sub-contractors approved. The chain of subcontractors is reviewed annually in regular meetings. The contractor is obliged, upon request, to present the subcontractor's valid documents required by Finnish Law on Construction and liability insurance certificate, as well as up-to-date safety figures.

The Contractor is responsible for filling in the Sub-contractor information in form 14.4 and for submitting the signed form 14.4 to the purchasing contact person.

The Contractor shall enter the Sub-contractor's company and employee data to Zeroni-system.

The Contractor is responsible for training the approved Sub-contractors the work safety guidelines according to the Agreement and monitoring them regularly. The Contractor is obligated to ensure that every employee has understood Yara's safety requirements.

The Contractor is responsible for transferring contractual responsibilities and claims as applicable to Sub-contractors and ensures that the subcontractor passes on responsibilities in its own chain.

The Contractor guarantees, that it has both performed the document clearance required by the Finnish Law for this Sub-contractor and checked the Sub-contractor's accident frequency rate and went through the Orderer's safety requirements as for the acceptable tools, work permit processes and the risks in the work site with the Sub-Contractor.

The Contractor shall be responsible for filling this application for an approval for a Sub-Contractor and shall file it signed to the purchasing contact person.



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### FORM 14.4 Applying Orderer's approval for Contractor's Sub-contractors

Contractor: [In a direct contractual relation to Yara]

Project: [To which project is the approval being applied? Agreement or purchase order number]

#### PRESENTATION OF SUB-CONTRACTOR

##### Sub-contractor:

Chain of subcontractors: [Fill if someone else than Contractor is the Orderer of the work, e.g. when chaining]

Who has ordered the work?

Company:

Address:

VAT-number:

Duration of the subcontractor contract

##### Company presentation

Number of employees and turnover:

References for Contractor:

Accident frequency rate for the last 3 years (LTI):

##### Previous experience at Yara

Project:

Site:

Year:

##### Safety clearance

The Contractor guarantees that it has performed the safety clearance required for this Sub-contractor as for accident frequency rate and assessed the use of this Sub-Contractor for the work site. The Contractor guarantees that the Sub-Contractor has been informed of the following safety practices of the Orderer (please tick):

Gate safety induction and access control

Requirements for tools and their inspections

Work permit practices at the Orderers work site

Risks and controlling them at the work site

##### Finnish Law

The Contractor guarantees, that it has performed the document clearance required by the Finnish Law for this Sub-contractor, and that those documents fulfill the



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requirements of the Finnish Law. In addition, the contractor guarantees, that it has checked the following requirements.

2 M€ liability insurance

**Foreign Workforce** (To be filled in if at any stage it is possible that the contractor will use citizens of a third country (other than EU or EEA) in their workforce.)

The contractor assures the orderer that they have verified the residence and work permit of the foreign employee in Finland and will store the required documents in Zeroni.

The Contractor uses third-country nationals in their workforce (non-EU or non-EEA citizens)


Yes

No (new approval required if the situation changes)

Duration of the contract between the contractor and subcontractor


more than 6 months

less than 6 months (new approval required if the contract is extended or chained)

Date

\_\_\_\_\_  
Signature and name clarification