

The background features large, abstract organic shapes in orange and black. A large orange shape occupies the top left, with a white circle cutout. Below it is a black circle. To the right, a large orange circle contains the text. At the bottom, there are more orange and black curved shapes.

# **SELECTING A UNION REPRESENTATIVE**

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# TRUST

Work is a big part of people's lives. Quality, fairness and developments in working life are extremely important for people's wellbeing. At organised workplaces, things are not dictated from the outside or in a top-down way, they are based on genuine cooperation.

Employees are the best experts at their own job, and belonging to a union shows they want to and are able to influence where their job is going. That is why employees select union representatives to promote issues of common interest at the workplace.

Selecting a union representative increases trust within the workplace, but the union representative cannot operate alone. The views of organised employees as to how to develop the working community and tasks are the most important resource for union representatives. Influencing these things together, in the working community, is the basis of fair cooperation.

In this material you will find basic guidelines for selecting a union representative. There are also rules on the selection process approved by PAM's Executive Committee. More information on how to select a union representative can be obtained from PAM's regional offices and at [www.pam.fi/selecting-union-representative](http://www.pam.fi/selecting-union-representative).



# UNION REPRESENTATIVE SELECTIONS

PAM members have the right to select a union representative (also called shop steward) from among themselves. Union representatives are the representatives of PAM members at the workplace.

A union representative must be employed at the company and know the conditions at the workplace.

Selections of union representatives and deputy union representatives must be organised in such a way that all PAM members to be represented by the union representative are able to participate in the selection. Sectoral union representative agreements have been agreed by employers' federations and trade unions as part of sectoral collective agreements.

After the union representative is selected, he/she completes a notification form. You can find the notification form and other election material on the PAM website at [www.pam.fi/selecting-union-representative](http://www.pam.fi/selecting-union-representative).

In these union representative selection guidelines, union representative is the general name used for all elected representatives.

## GENERAL

### Selection period

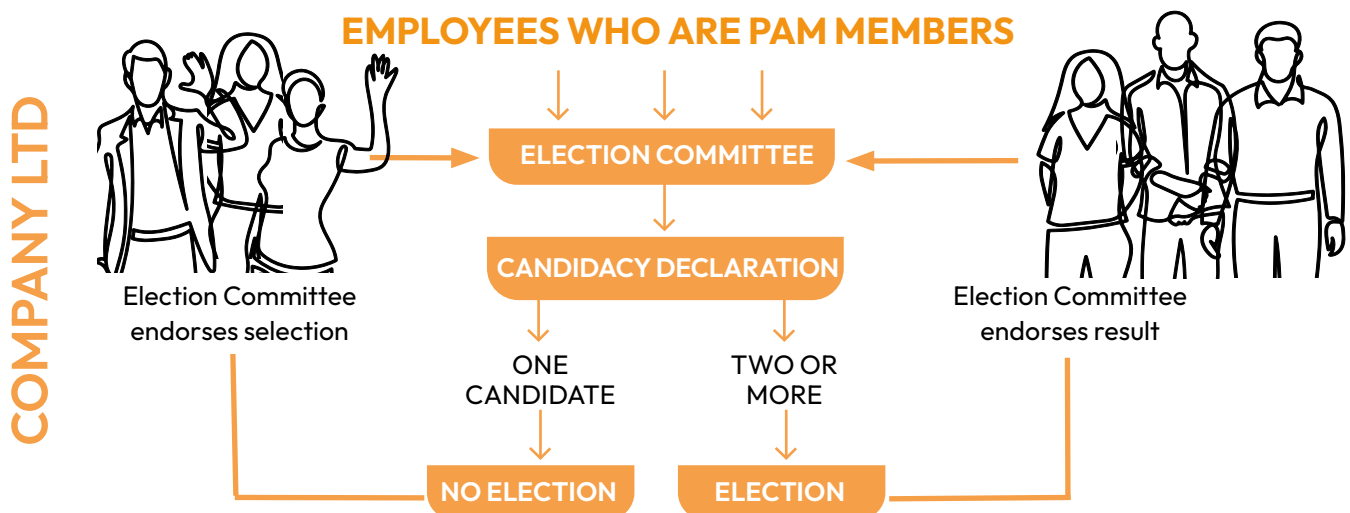
At PAM workplaces union representative selections are generally organised between October and December in odd years, i.e. once every two years. If a union representative is selected at a workplace for the first time or if a union representative steps down, selections can be organised at any time.

### Term of office

A union representative's term of office starts at the beginning of an even year and lasts two (2) years. The terms of office are 1.1.2024–31.12.2025, 1.1.2026–31.12.2027 etc.

### Selecting a union representative during a term of office

If a workplace has not had a union representative previously or if the representative resigns due to a change of job or some other reason, a new union representative is selected. The deputy union representative stands in for the union representative until a new regular union representative is selected.



The term of office of the new union representative starts immediately after the selection.

The union representative selected remains in place until the end of the current term of office.

An exception is that a union representative selected in an election year (for example 2023, 2025, 2027) continues directly for the following two-year period.

---

#### Example 1

The union representative at a workplace changes jobs mid-term in spring 2024. The workplace must organise a new selection. The term of office of the new union representative continues until 31.12.2025.

#### Example 2

The union representative at a workplace changes jobs mid-term in spring 2023 (election year). The workplace must organise a new selection. The term of office of the new union representative continues until the end of the following two-year period, i.e. 31.12.2025.

---

### Eligibility

Working PAM members shall have the possibility to propose, stand for election, vote and be selected as union representative or deputy union representative. Pensioner and student members are not eligible. PAM membership must be in force when standing for election or proposing candidates for union representative.

## ELECTION COMMITTEE

### Appointing the election committee

Company employees who are PAM members appoint an election committee from among themselves. The election committee members must work in the same field for which the union representative is selected. The recommended size of an election committee is at least three PAM members.

Union staff can also act as the convener of the election committee or be the election committee. It is recommended that persons standing to be union representative decline to be on the election committee themselves. A local union branch cannot serve as the election committee.

## Duties of the election committee

- responsible for conducting fair selections
- organise communications relating the selection
- responsible for timetable for candidacies and practical arrangements
- organises union representative elections, if necessary
- makes sure that voting takes place fairly
- makes sure that there is no electioneering at the polling station (ballot box election)
- produces election minutes
- ensures a secret ballot
- makes sure election material is stored during the election
- archives election material (see section on storing election documents)



## NOMINATING CANDIDATES

When nominating candidates, persons can be put forward who are employees of the company and are PAM members and work within the relevant collective agreement and operating region. Persons who propose a union representative must be PAM members\* and the union representative candidate must consent to the candidacy. You cannot propose yourself.

Nominations for both union representative and deputy union representative are submitted at the same time.

All PAM members at the workplace must be informed that a union representative is being selected at the workplace. PAM members can stand as candidates, vote, and participate in the selection, except for pensioner and student members.

### Candidates are nominated

- a. at a candidate nomination meeting or
- b. in writing.

### Candidate nomination meeting

Employees must be notified of a candidate nomination meeting in good time, but at least seven (7) days before the meeting.

The notice must state:

- the time and place of the meeting
- the collective agreement for which the union representative is being selected
- the operating region for which the union representative is being selected.

If the candidate nomination meeting is held at the workplace, the employer must be notified no later than 7 days before the meeting, unless otherwise agreed in the union representative agreement.

\*an exception is that candidates and proposers in retail supervisor union representative selections must be members either of PAM or KEY

### Candidate nomination in writing

The candidate nomination notice must state:

- the candidate nomination period
- the collective agreement for which the union representative is being selected
- the operating region for which the union representative is being selected
- where and how candidates are notified
- Candidate nomination in writing must last at least 7 days.

**If only one person has been proposed for the post, an election does not need to be held. The election committee endorses the union representative selection.**

**If there are two or more candidates for a post, an election is held.**

## ELECTIONS

The election committee is responsible for organising elections, counting the votes and ensuring a secret ballot.

The election committee makes sure that voting takes place in a way, at a time and, in a ballot box election, in places that allow all voting members to vote.

### Voting

- All members whose membership is valid before the start of the vote are entitled to vote. Members themselves are responsible for the accuracy of their membership details.
- When voting, voters must have access to the candidate lists.
- The candidate list states the surname, first name, occupation and municipality of work.
- Candidates are listed alphabetically by surname. Candidates can also be numbered starting from the number 2.
- If the selection is organised at the workplace, the employer must be notified, having regard to the provisions of the relevant collective agreement.
- Voting cannot be by proxy.

## Ballot box election at selection meetings or events

### Selection meeting

Employees who are PAM members can hold a selection meeting where the candidates are verified and if necessary a ballot box election is organised between the candidates.

### Selection events

In the case of a company with many operating locations, an selection event(s) can be held with a ballot box election.

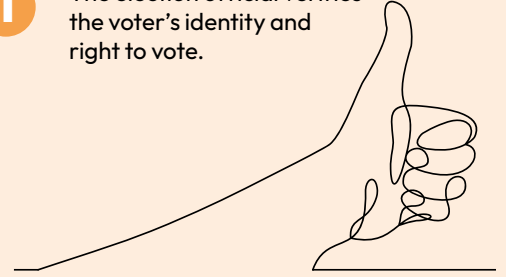
### This is how it goes

The election committee provides a locking ballot box for voting and ensures that votes are kept locked for the duration of the election. The ballot box(es) are only opened once the election is over.

- Before the start of the electoral process, the election committee verifies the available number of voting slips. It is recommended to have some extra voting slips.
- Members' voting rights are checked against a list of eligible voters before giving them a voting slip and simultaneously their vote is marked as having been used.
- The first member arriving to vote checks that the ballot box is empty. This is recorded in the minutes.
- In accordance with the voting instructions, voters mark either a candidate's name or number on the ballot paper. No other marks may be made on the ballot paper.
- The voter hands the folded ballot paper to the election committee, which records it as a verified vote (stamp or initials).
- The voter drops the ballot paper into the ballot box.

**Members themselves are responsible for the accuracy of their membership details.**

- 1** The election official verifies the voter's identity and right to vote.

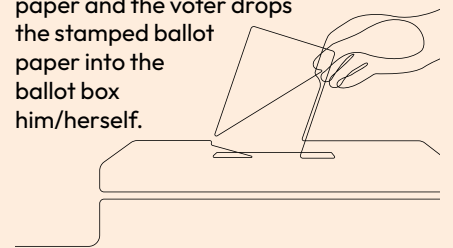


- 2** The voter gets a ballot paper and the vote is recorded in the list of eligible voters.

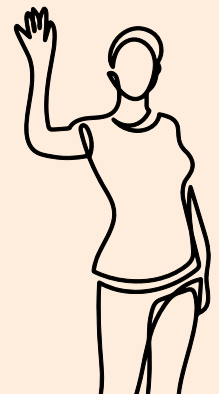
The voter puts a candidate's name or number on the ballot paper, in accordance with the voting instructions. No other marks may be made on the ballot paper.



- 3** The election official stamps the ballot paper and the voter drops the stamped ballot paper into the ballot box him/herself.



- 4** The voter leaves.



## Postal election

If it is difficult to arrange a single voting time and place, a postal election may be held.

In a postal election it is necessary to be able to verify voters' right to vote and have a secret ballot. When organising a postal election, mail delivery times must be taken into account.

The voting material includes

- voting instructions
- list of candidates
- ballot paper
- voting certificate
- an election envelope, in which the ballot paper is sealed
- a return envelope, in which the election envelope and the voting certificate are sealed.

The list of candidates states the candidates'

- surname
- first name
- candidate number if necessary
- occupation
- operating location or place of employment.

## Electronic election

Electronic voting takes place using an external election system and in accordance with the voting system's instructions:

- Voters are identified by strong identification.
- Voters can vote once only.
- Membership must be valid before the start of the voting period.

Voters themselves are responsible for the correctness of the membership details in PAM's membership register.

## Vote count

At the end of the voting period a final vote count is made.

In the event of a tie, the result is determined by drawing lots.

## Storing election documents

All election documents must be stored for the duration of the appeal time stated in the rules.

The documents to be stored are

- candidacy notifications
- ballot slips, if any
- list of eligible voters
- minutes (to be stored at least for the duration of term of the union representative).

The union and/or branch are entitled to see the election documents.

## Head union representative candidate immunity

Candidates for head union representative enjoy candidate immunity, on condition that candidates themselves notify their candidacy to the employer in writing.





# WHEN THE SELECTION HAS BEEN MADE

## Formalising the selection

The selection of a union representative must be notified to PAM without delay using the electronic or paper form, which can be found at [www.pam.fi/selecting-union-representative](http://www.pam.fi/selecting-union-representative). The notification is made by the union representative selected. PAM notifies the selection to the employer and the branch. The position of the union representative is only official when the employer has been notified of the selection in writing.

The election committee or the union representative selected informs the company's employees of the result of the union representative selection as soon as possible, but no later than one week from the selection. The election committee or the selected union representative announces the selection in the way they consider best.

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### Tip:

The details of the union representative selected can be announced to the company's employees for example on the workplace intranet, notice board or by email to the employees.

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## Disputes in union representative selections

### Contesting election arrangements

If the arrangements relating to selections are contested, PAM members in the union representative's operating area can appeal. Appeals must be made within 30 days of the end of the notification period of a selection. The notification is one week from confirmation of the selection. Appeals are to be addressed to the management team of the branch of the union representative selected.

Before making their decision, the management team of the union branch must consult the election committee organising the selection and go through the election material. A PAM official must be present

when this is done. If the chosen union representative is a member of the board, she/he should recuse themselves from the board's decision-making and possible vote. Members of the election committee cannot subsequently contest a selection confirmed by the election committee.

Any member entitled to select a union representative may appeal against the branch's decision to PAM's Executive Committee within 30 days. PAM's Executive Committee makes the final decision on the matter.

### Change of union representative

For a valid reason, if a union representative neglects his/her duties or exceeds his/her powers, the PAM members whom the union representative represents may demand a new union representative selection.

If at least half of the employees belonging to PAM and employed in the union representative's operating area demand a change of union representative, they may submit their claim to start a new selection process to the management team of the branch to which the union representative belongs. The claim must state the reasons for the claim and the claimants.

The branch management team considers the claim and gives its written reply having consulted the serving union representative and PAM's official.

The management team of the branch to which the union representative belongs makes its decision on the possible termination of the union representative position, the start of a new selection process and notifies the union of the termination of the position. PAM notifies the employer of the decision. If the union representative whose replacement has been demanded is a member of the branch management team, he/she must recuse him/herself from the management team's decisions and any votes.

Any member entitled to select a union representative may appeal against the branch's decision to PAM's Executive Committee within 30 days. PAM's Executive Committee makes the final decision on the matter.

# UNION REPRESENTATIVE SELECTIONS BY COLLECTIVE AGREEMENT

(Main agreement sectors)

## COMMERCE COLLECTIVE AGREEMENT

A head union representative is selected in companies with at least 30 employees. A union representative is selected in companies with less than 30 employees.

If a company has several operating locations or if it operates over a large geographical area, it can be agreed locally that in addition to the head union representative, site-specific or regional are selected.

This is to be agreed in writing between the employer and the head union representative.

If selections are organised in an employer's premises, the employer is to be notified no later than 7 days before the election.

## RETAIL SUPERVISORS' COLLECTIVE AGREEMENT

Retail supervisors can select a union representative from amongst themselves to represent the company's supervisors. To be selected union representative, candidates must be a member of either PAM or KEY. The union representative selected represents both PAM and KEY members.

If supervisors do not select their own representative from amongst themselves, they are represented by the union representative selected by the employees.

## FACILITY SERVICES SECTOR EMPLOYEES' COLLECTIVE AGREEMENT

A head union representative is selected in companies with at least three employees.

In companies that operate nationwide or over a large geographical area, regional head union representatives are also selected.

If it is proposed to select more than one union representative for one of a company's agreement sectors, the selection must be agreed with the employer.

If several regional head union representatives are selected in a company, they can select a company head union representative from amongst themselves.

A local union representative can be selected in a company if agreed in writing between the employer and the head union representative.

If selections are organised in the employer's premises, the employer must be notified no later than 7 days before the election.

### NOTE

**A supervisor cannot be an employees' union representative.**



## HOTEL, RESTAURANT AND LEISURE INDUSTRY COLLECTIVE AGREEMENT

A head union representative is selected in companies with one or more operating location.

If a company has several operating locations, it can be agreed locally that the company is divided into appropriate areas that select regional head union representatives.

Operating locations with at least 20 employees can also select site-specific union representatives.

The employer and the head union representative (or the regional head union representative) can, however, agree in writing that the number of employees for the selection of a site-specific union representative is lower or higher than that stated here.

Supervisors can select a union representative from among themselves to represent the company's supervisors. These union representatives have the same rights and responsibilities as site-specific union representative as well as the right to leave from work with compensation.

If supervisors have not selected their own supervisor, they are represented by the employees' union representative.

If selections are organised in the employer's premises, the employer must be notified no later than 14 days beforehand.

## PRIVATE SECURITY SECTOR COLLECTIVE AGREEMENT

A head union representative is selected in companies. Regional or site-specific union representatives can also be selected in companies that operate nationwide or over a large geographical area.

Union representatives' operating areas are agreed within the company.

If selections are organised in the employer's premises, the employer must be notified no later than 14 days before the selection.

**THE PROCEDURES FOR UNION  
REPRESENTATIVES IN OTHER  
PAM SECTORS ARE GIVEN IN  
THE COLLECTIVE AGREEMENT  
FOR EACH SECTOR.**



# UNION REPRESENTATIVE ELECTION CHECKLIST

☐ 1. Check the union representative system for the company and sector ([www.pam.fi/collective-agreements](http://www.pam.fi/collective-agreements))

☐ 2. Appointment of election committee (at least 3 persons)

☐ 3. Candidacy declaration

All PAM members at the workplace must be informed that candidacy declaration is underway.

Candidacy declaration takes place either

A) At a candidacy declaration meeting

- a. A candidacy declaration meeting must be notified to the employer in good time, but no later than seven (7) days before the meeting

## Tip:

Candidacy declaration can be advertised e.g. on the workplace noticeboard and intranet, by letter and on social media.

- b. The notice must state:

- time and place of the meeting
- the collective agreement for which the union representative is being selected
- the operating area for which the union representative is being selected.

B) Candidacy declaration in writing

The candidacy declaration notification (annex 1) must state

- the candidacy declaration period: candidacy declaration in writing must last at least 7 days
- the collective agreement for which the union representative is being selected
- the operating area for which the union representative is being selected
- where and how candidates are notified.

## Tip:

Candidates can be nominated for example by email to a member of the election committee, at a designated post box or to a designated person.

☐ 4. Selection

If there is one candidate

- a) the selection meeting confirms the selection.  
(Minutes of selection meeting at page 17)

- b) If candidacy declaration has been in writing, the election committee confirms the selection.  
(Minutes of selection meeting at page 17)

If there is more than one candidate, an election is held.

☐ 5. Vote count

After the vote count the election committee completes the minutes. (Minutes of selection meeting at page 27)

☐ 6. Formalisation of the selection

- The union representative selected completes the union representative notification either electronically or on the paper form. (Notification of selection at page 29)
- After receiving the form, PAM notifies the employer of the selection.
- The union representative notifies employees of the selection.
- The election committee archives the election documents.

# ANNEXES



## CANDIDACY DECLARATION TO BE PLACED ON THE NOTICEBOARD

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(company's name)

### UNION REPRESENTATIVE AND DEPUTY UNION REPRESENTATIVE ELECTIONS

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(company's name and business ID)

Employees who are members of Service Union United PAM can select a union representative and deputy union representative from amongst themselves.

There term of office of the persons selected is \_\_\_\_\_ – \_\_\_\_\_ (dd.mm.yy-dd.mm.yy.)

Candidates may be proposed in the period \_\_\_\_\_ – \_\_\_\_\_ (dd.mm.yy-dd.mm.yy.)

Candidates and proposers must be in an employment relationship with the company and candidates must give their consent for the candidacy.

The union representatives selected operate under the collective agreement for the \_\_\_\_\_ sector and the union representative agreement forming part of it.

If there's only one person proposed for each position by the deadline, they are appointed to the positions for the term mentioned above. If more than one person is proposed for either position, an election will be held at a date to be announced later.

Candidates and their consent are to be notified (free format) by \_\_\_\_\_ (date and time)  
to \_\_\_\_\_ or email  
\_\_\_\_\_

Best regards, The Election Committee



## PROPOSAL FOR UNION REPRESENTATIVE

### I PROPOSE AS UNION REPRESENTATIVE

Company / workplace: \_\_\_\_\_

#### I propose as union representative

Name: \_\_\_\_\_

Workplace: \_\_\_\_\_

Candidate's consent: \_\_\_\_\_

#### I propose as deputy union representative

Name: \_\_\_\_\_

Workplace: \_\_\_\_\_

Candidate's consent: \_\_\_\_\_

Proposer's name: \_\_\_\_\_

Proposer's signature: \_\_\_\_\_

Return the form no later than \_\_\_\_\_ (date, time)

Address: \_\_\_\_\_

Email: \_\_\_\_\_

#### Instructions to the election committee:

PAM members at the workplace can notify their candidates to the election committee on this form. The form can be copied as many times as required. A free-format notification is also possible, but must contain the details above.







## MINUTES OF SELECTION MEETING (one candidate)

### Selection of union representative and deputy union representative

Company/workplace: \_\_\_\_\_

Date, time: \_\_\_\_\_ Place: \_\_\_\_\_

### Present at the selection meeting:

Chairman: \_\_\_\_\_

Secretary: \_\_\_\_\_

Members: \_\_\_\_\_

### 1. Verification of candidates and selection of union representative

Because only one candidate stood for each union representative position, an election was not held.

It was concluded that \_\_\_\_\_ was selected as the company union representative and \_\_\_\_\_ as the deputy union representative.

The term of office of the union representatives selected is \_\_\_\_\_ - \_\_\_\_\_

### 2. Checking the minutes

The minutes were checked straight away. Certified by

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary





## MINUTES OF SELECTION MEETING (more than one candidate)

### Selection of union representative and deputy union representative

Company/workplace: \_\_\_\_\_

Date, time: \_\_\_\_\_ Place: \_\_\_\_\_

### Present at the selection meeting:

Chairman: \_\_\_\_\_

Secretary: \_\_\_\_\_

Members: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### 1. Verification of candidates and selection of union representative

#### Selection of union representative

There was more than one candidate for the union representative position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Selection of deputy union representative

There was more than one candidate for deputy union representative:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. It was concluded that an election committee will be appointed** (if not already appointed)  
**and voting will be held as** \_\_\_\_\_ (voting system)

**3. It was decided that the date and time of voting will be** \_\_\_\_\_ - \_\_\_\_\_

### 4. End of the meeting

### 5. Checking the minutes

The minutes were checked straight away. Certified by

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary





## LIST OF CANDIDATES FOR VOTING

### LIST OF CANDIDATES FOR VOTING

Number	Surname	First name
Occupation		
Municipality of work		

Number	Surname	First name
Occupation		
Municipality of work		

Number	Surname	First name
Occupation		
Municipality of work		

Number	Surname	First name
Occupation		
Municipality of work		



Then fold here

**BALLOT PAPER**

Name of workplace:

I vote for as union representative

I vote for as deputy union representative

Inside of ballot

Fold here first



**UNION REPRESENTATIVE  
ELECTION**



**UNION REPRESENTATIVE  
ELECTION**





Then fold here

**BALLOT PAPER**

Name of workplace:

I vote for as head union representative

I vote for as deputy head union representative

Inside of ballot

Fold here first



**UNION REPRESENTATIVE  
ELECTION**



**UNION REPRESENTATIVE  
ELECTION**





## MINUTES OF ELECTION MEETING

### Selection of union representative and deputy union representative

Company/workplace: \_\_\_\_\_

Date, time: \_\_\_\_\_ Place: \_\_\_\_\_

### Present at the selection meeting:

Chairman: \_\_\_\_\_

Secretary: \_\_\_\_\_

Members: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### 1. Verification of candidates and selection of union representative

The following number of persons stood for the union representative position \_\_\_\_\_:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ The first person voting in a ballot box election checked that the ballot box is empty.

Number of persons entitled to vote \_\_\_\_\_. Number of votes cast \_\_\_\_\_ of which \_\_\_\_\_ invalid votes.

The votes were distributed as follows: \_\_\_\_\_

\_\_\_\_\_

The result was a tie. Therefore, lots were drawn, and the winner was \_\_\_\_\_

\_\_\_\_\_ was elected \_\_\_\_\_ (company name) as union representative.

\_\_\_\_\_ was elected \_\_\_\_\_ (company name) as deputy union representative.

The term of office of the union representatives elected is \_\_\_\_\_ - \_\_\_\_\_

### 2. Checking the minutes

The minutes were checked straight away. Certified by

Chair \_\_\_\_\_

Secretary \_\_\_\_\_





## NOTIFICATION OF SELECTION

### NOTIFICATION OF SELECTION

<b>Name of union representative</b>	Personal identity number/membership number
Tel.	
Email	

<b>Official name of company</b>
Business ID
Company's address
Post code, city
Employer's email (address where PAM sends notification of selection)
Name of workplace (if different from official name)

<b>Position</b>		
<input type="checkbox"/> Head union representative	<input type="checkbox"/> Union representative	<input type="checkbox"/> Site-specific union representative
<input type="checkbox"/> Deputy head union representative	<input type="checkbox"/> Deputy union representative	<input type="checkbox"/> Site-specific deputy union representative
<input type="checkbox"/> Other, what		
Date of selection		
Term of office starts	Term of office ends	

**Send the form to PAM's regional office straight after the selection.**





# YOUR WORKPLACE UNION REPRESENTATIVE

**Position:**

---

Name

---

Email

---

Phone

---

Can be reached

**Position:**

---

Name

---

Email

---

Phone

---

Can be reached



## PAM offices

### Helsinki

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jyvaskyla@pam.fi

### Kouvola

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kouvola@pam.fi

### Kuopio

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### Lahti

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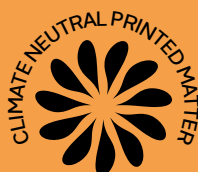
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