

Guidelines for

SELECTING A SHOP STEWARD

PAM





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TRUST

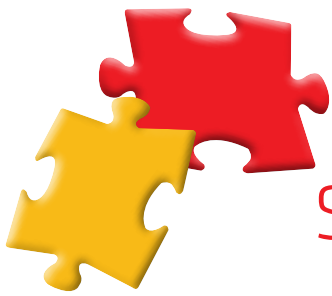
Work is a big part of people's lives. Quality, fairness and developments in working life are extremely important for people's wellbeing. At organised workplaces, things are not dictated from the outside or in a top-down way, they are based on genuine cooperation.

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's why workplaces select shop stewards to promote issues of common interest.

Selecting a shop steward increases trust within the workplace, but shop stewards cannot operate alone. The views of organised employees as to how to develop the working community and tasks are the most important resource for shop stewards. 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 shop steward. There are also rules on the selection process approved by PAM's Executive Committee. More information on how to select a shop steward can be obtained from PAM's regional offices and at www.pam.fi/shopstewardelections.





SHOP STEWARD SELECTIONS

PAM members have the right to select a shop steward from among themselves. Shop stewards are the representatives of PAM employees at the workplace.

A shop steward must be employed at the workplace and know the conditions at the workplace.

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

After the shop steward 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/luottamusmiesvaalit.

In these shop steward selection guidelines, shop steward is the general name used for all elected representatives.

GENERAL

Selection period

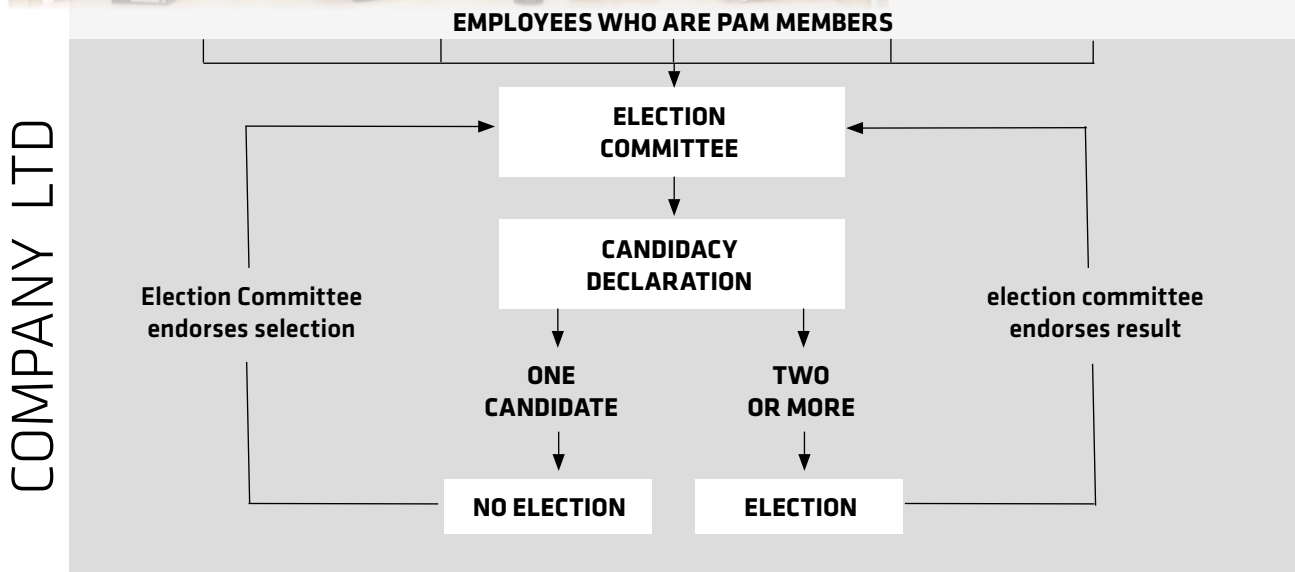
At PAM workplaces shop steward selections are generally organised between October and December in odd years, i.e. once every two years. If a shop steward is selected at a workplace for the first time or if a shop steward steps down, selections can be organised at any time.

Term of office

A shop steward's term of office starts at the beginning of an even year and lasts two (2) years. The terms of office are 1.1.2020–31.12.2021, 1.1.2022–31.12.2023 etc.

Selecting a shop steward during a term of office

If a workplace has not had a shop steward previously or if the shop steward resigns due to a change of job or some other reason, a new shop steward is selected. The deputy shop steward stands in for the shop steward until a new regular shop steward is selected. The term of office of the new shop steward starts immediately after the selection.



The shop steward selected remains in place until the end of the current term of office.

An exception is that a shop steward selected in an election year (for example 2021, 2023) continues directly for the following two-year period.

Example 1. The shop steward at a workplace changes jobs mid-term in spring 2020. The workplace must organise a new selection. The term of office of the new shop steward continues until 31.12.2021.

Example 2. The shop steward at a workplace changes jobs mid-term in spring 2021 (election year). The workplace must organise a new selection. The term of office of the new shop steward continues until the end of the following two-year period, i.e. 31.12.2023.

Eligibility

All PAM members must have the possibility to propose, stand for election, vote and be selected as shop steward or deputy shop steward. To stand as a candidate or propose candidates as shop stewards, your PAM membership must be valid.*

ELECTION COMMITTEE

Appointing the election committee

Company employees who are PAM members appoint an election committee from among themselves. 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 shop steward decline to be on the election committee themselves.

*An exception is that candidates and proposers in retail supervisor shop steward selections must be members either of PAM or KEY.

Duties of the election committee

- responsible for conducting fair selections
- organise communications relating the selection
- responsible for timetable for candidacies and practical arrangements
- organises shop steward 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 shop steward must be PAM members* and the shop steward candidate must consent to the candidacy. You cannot propose yourself.

Nominations for both shop steward and deputy shop steward are submitted at the same time.

All PAM members at the workplace must be informed that a shop steward is being selected at the workplace. PAM members can stand as candidates, vote and participate in the selection.

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 shop steward is being selected
- the operating region for which the shop steward 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 shop steward agreement.

Candidate nomination in writing

The candidate nomination notice must state:

- the candidate nomination period
- the collective agreement for which the shop steward is being selected
- the operating region for which the shop steward is being selected
- where and how candidates are notified

Candidate nomination in writing must last at least 14 days.

If only one person has been proposed for the post, an election does not need to be held. The election committee endorses the shop steward 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 or elected position, age, place of residence.
- 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.

* An exception is that candidates and proposers in retail supervisor shop steward selections must be members either of PAM or KEY.

VOTING IN PERSONAL ELECTION (BALLOT BOX ELECTION)



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.

Ballot box election at election meetings or events

Election meeting

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

Election events

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

Ballot box election

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.





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 or elected position
- operating location or place of employment
- age
- place of residence.

Electronic election and postal election

The decision to use electronic voting is made by union officials at central office responsible for shop steward elections, who also coordinate the vote.

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

- Voters are identified in a way approved by the union.
- Voters can vote once only.
- Membership must be valid before the start of the voting period.

Electronic voting is the primary mode of voting. If there are no electronic contact details for an eligible voter in PAM's membership register, he/she is sent postal election material.

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 at a time set by the election committee.

Persons standing for elections recuse themselves whilst votes are being counted.

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

A postal election is held using two envelopes: an election envelope and a return envelope.

1. The completed ballot paper is sealed in the postal election envelope.
2. The election envelope and the voting certificate are sealed in the return envelope.
3. The return envelope is sent to the election committee by post or other reliable method within the period set by the election committee.



You can update your details using PAM's e-service www.pam.fi/en

Storing election documents

All election documents are stored for at least two (2) years.

The documents to be stored are

- candidacy notifications
- ballot slips, if any
- list of eligible voters
- minutes.

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

Head shop steward candidate immunity

Candidates for head shop steward 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 shop steward must be notified to PAM without delay using the electronic or paper form, which can be found at www.pam.fi/shopstewardelections. The notification is made by the shop steward selected. PAM notifies the selection to the employer and the branch. The position of the shop steward is only official when the employer has been notified of the selection in writing.

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

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

Disputes in shop steward selections

Contesting election arrangements

If the arrangements relating to selections are contested, PAM members in the shop steward'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 shop steward 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. Members of the election committee cannot subsequently contest a selection confirmed by the election committee.

Any member entitled to select a shop steward 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 shop steward

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

If at least half of the employees belonging to PAM and employed in the shop steward's operating area demand a change of shop steward, they may submit their claim to start a new selection process to the management team of the branch to which the shop steward 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 shop steward and PAM's official.

The management team of the branch to which the shop steward belongs makes its decision on the possible termination of the shop steward 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 shop steward 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 shop steward 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.





SHOP STEWARD SELECTIONS BY COLLECTIVE AGREEMENT (MAIN AGREEMENT SECTORS)

The shop steward provisions below are in accordance with the collective agreements in force in 2019. Please note any changes due to collective agreement negotiations.

RETAIL COLLECTIVE AGREEMENT

A head shop steward is selected in companies with at least 30 employees. A shop steward 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 shop steward, site-specific or regional are selected.

This is to be agreed in writing between the employer and the head shop steward.

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

If supervisors do not select their own representative from amongst themselves, they are represented by the shop steward selected by the shop steward selected from amongst themselves by the employees. Supervisors can participate in this selection.

N.B. A supervisor cannot be an employees' shop steward.

FACILITY SERVICES SECTOR EMPLOYEES' COLLECTIVE AGREEMENT

A head shop steward is selected in companies with at least three employees.

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

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

If several regional head shop stewards are selected in a company, they can select a company head shop steward from amongst themselves.

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

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

HOTEL, RESTAURANT AND LEISURE INDUSTRY COLLECTIVE AGREEMENT

A head shop steward 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 shop stewards.

Operating locations with at least 20 employees can also select site-specific shop stewards.

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

Supervisors can select a shop steward from among themselves to represent the company's supervisors.

These shop stewards have the same rights and responsibilities as site-specific shop stewards 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' shop steward.

N.B. A supervisor cannot be an employees' shop steward.

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

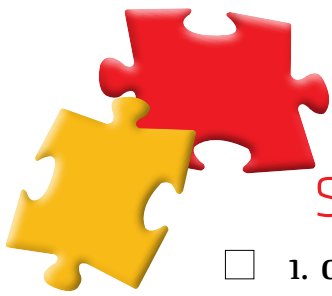
A head shop steward is selected in companies. Regional or site-specific shop stewards can also be selected in companies that operate nationwide or over a large geographical area.

Shop stewards' 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 SHOP STEWARDS
IN OTHER PAM SECTORS ARE GIVEN IN
THE COLLECTIVE AGREEMENT FOR EACH SECTOR.





SHOP STEWARD ELECTION CHECKLIST

1. **Check the shop steward system for the sector and company** www.pam.fi/shopstewardelections

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.

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

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
- b. The declaration must state
 - time and place of the meeting
 - the collective agreement for which the shop steward is being selected
 - the operating area for which the shop steward 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 14 days
 - the collective agreement for which the shop steward is being selected
 - the operating area for which the shop steward is being selected
 - where and how candidates are notified.

Tip: *Candidates can notify e.g. 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, the selection is confirmed

- a) The election meeting confirms the selection. (annex 3)
- b) If candidacy declaration has been in writing, the election committee confirms the selection. (annex 3)

If there is more than one candidate, the voting method is decided:

- a) Ballot box election or
- b) Postal election

5. **Vote count**

After the vote count the election committee completes the minutes. (annex 7)

6. **Formalisation of the selection**

- The shop steward selected completes the shop steward notification either electronically or on the paper form. (annex 8)
- After receiving the form, PAM notifies the employer of the selection.
- The shop steward notifies employees of the selection.
- The election committee archives the election documents.



ANNEX 1
CANDIDACY DECLARATION
TO BE PLACED ON THE NOTICEBOARD

(company's name)

SHOP STEWARD AND DEPUTY SHOP STEWARD ELECTIONS

(company's name and business ID)

Employees who are members of Service Union United can select a shop steward and deputy shop steward 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 shop stewards selected operate under the collective agreement for the _____ sector
_____ and the shop steward agreement forming part of it.

If only one person is proposed for each position by the deadline, they are appointed to the positions after the expiry of the candidate declaration period. 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 _____
to _____ or email

Best regards, The Election Committee



I PROPOSE AS SHOP STEWARD

Company / Workplace _____

I propose as shop steward

Name: _____

Workplace: _____

Candidate's consent: _____

I propose as deputy shop steward

Name: _____

Workplace: _____

Candidate's consent: _____

Proposer's name: _____

Proposer's signature: _____

Return the form no later than _____ (date, time)

Address: _____

Fax: _____

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 shop steward and deputy shop steward

Company/Workplace: _____

Date, time: _____

Place: _____

Present at the selection meeting:

Chairman: _____

Secretary: _____

Members: _____

1. Verification of candidates and selection of shop steward

Because only one candidate stood for each shop steward position, an election was not held.

It was concluded that _____ was selected as the company shop steward and _____ the deputy shop steward.

The term of office of the shop stewards selected is _____ – _____

2. Checking the minutes

The minutes were checked straight away. Certified by

Chairman

Secretary





MINUTES OF SELECTION MEETING (MORE THAN ONE CANDIDATE)

Selection of shop steward and deputy shop steward

Company/Workplace: _____

Date, time: _____ Place: _____

Present at the selection meeting:

Chairman: _____

Secretary: _____

Members: _____

1. Verification of candidates and selection of shop steward

Selection of shop steward

There was more than one candidate for the shop steward position:

Selection of deputy shop steward

There was more than one candidate for deputy shop steward:

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

3. It was decided that the method of voting will be _____
(ballot box election, postal election, electronic)

4. It was decided that the date and time of voting will be _____ - _____

5. End of the meeting

6. Checking the minutes

The minutes were checked straight away. Certified by

Chairman

Secretary



| LIST OF CANDIDATES FOR VOTING | | |
|--------------------------------------|-----------------|-------------------|
| Number | Surname | First name |
| Occupation | | Age |
| Place of residence | | |
| Number | Surname | First name |
| Occupation | | Age |
| Place of residence | | |
| Number | Surname | First name |
| Occupation | | Age |
| Asuinpaikkakunta | | |
| Number | Surname | First name |
| Occupation | | Age |
| Place of residence | | |
| Number | Sukunimi | First name |
| Occupation | | Age |
| Place of residence | | |



BALLOT PAPER

NAME OF WORKPLACE:

Then fold here

I VOTE FOR _____
AS SHOP STEWARD

I VOTE FOR _____
AS DEPUTY SHOP STEWARD

This is the inside

Fold here first

SHOP STEWARD ELECTION



Palvelualojen
ammattiliitto
Servicefactor

SHOP STEWARD ELECTION



Palvelualojen
ammattiliitto
Servicefactor

BALLOT PAPER

NAME OF WORKPLACE:

Then fold here

I VOTE FOR _____
AS HEAD SHOP STEWARD

I VOTE FOR _____
AS DEPUTY HEAD SHOP STEWARD

This is the inside

Fold here first

SHOP STEWARD ELECTION



Palvelualojen
ammattiliitto
Servicefacket

SHOP STEWARD ELECTION



Palvelualojen
ammattiliitto
Servicefacket



MINUTES OF ELECTION MEETING

Selection of shop steward and deputy shop steward

Company/Workplace: _____

Date, time: _____ Place: _____

Present at the selection meeting:

Chairman: _____

Secretary: _____

Members: _____

1. Verification of candidates and selection of deputy head shop steward

The following number of persons stood for the shop steward position _____:

Election held _____ (postal/ballot box/electronic)

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 shop steward.

_____ was elected _____ (company name) as deputy shop steward.

The term of office of the shop stewards elected is _____ – _____

2. Checking the minutes

The minutes were checked straight away. Certified by

Chairman

Secretary



NOTIFICATION OF SELECTION

| | |
|-----------------------------|--|
| Name of shop steward | Personal identity number/membership number |
| Tel. | |
| Email | |

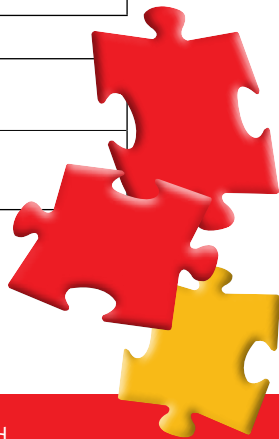
| |
|--|
| Official name of company |
| Business ID |
| Company's address |
| Post code, city |
| Employer's email (address where PAM sends notification of selection) |
| Name of workplace (if different from official name) |

| | | |
|---|--|--|
| Position | | |
| <input type="checkbox"/> Head shop steward | <input type="checkbox"/> Shop steward | <input type="checkbox"/> Site-specific shop steward |
| <input type="checkbox"/> Deputy head shop steward | <input type="checkbox"/> Deputy shop steward | <input type="checkbox"/> Site-specific deputy shop steward |
| <input type="checkbox"/> Other, what | | |
| Date of selection | | |
| Term of office starts | Term of office ends | |

| | |
|--------------------------------|--|
| Number of employees in company | Number of employees represented by the company |
|--------------------------------|--|

| |
|------------------------------|
| Previous shop steward |
| Previous deputy shop steward |

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





YOUR WORKPLACE SHOP STEWARDS

Position:

Name:

Email:

Phone:

Can be reached:

Position:

Name:

Email:

Phone:

Can be reached::



PAM OFFICES

Helsinki

Säästöpankinranta 2 A, 9. krs
PL 154, 00531 Helsinki
helsinki-uusimaa@pam.fi

Jyväskylä

Torikeskus, Väinönkatu 11
40100 Jyväskylä
jyvaskyla@pam.fi

Kouvola

Urheilijankuja 6
45100 Kouvola
kouvola@pam.fi

Kuopio

Ajurinkatu 29
70110 Kuopio
kuopio@pam.fi

Lahti

Rautatienkatu 21 B, 3. krs
15110 Lahti
lahti@pam.fi

Oulu

Uusikatu 22
90100 Oulu
oulu@pam.fi

Pori

Isolinnankatu 24, 3. krs
28100 Pori
pori@pam.fi

Rovaniemi

Rovakatu 8
96100 Rovaniemi
rovaniemi@pam.fi

Tampere

Aleksis Kiven katu 18 B, 3. krs
33210 Tampere
tampere@pam.fi

Turku

Yliopistonkatu 33 G, 4. krs
20100 Turku
turku@pam.fi

Vaasa

Pitkätie 38 C
65100 Vaasa
vaasa@pam.fi

www.pam.fi/
shopstewardelections
pam@pam.fi



PAM

