

# Vetting Specification for External Staff SPAIN

Valid as of 03 January 2020

Current State				
Check	Sources / Tools	Requirement / Validation	Successful Vetting Check Criteria	Timing
<b>Identity Check</b>		This check is the responsibility of the supplier.		Pre-UBS start date
<b>Right to work verification</b>		This check is the responsibility of the supplier.		Pre-UBS start date
<b>Global Background Check (COSIMA, GTS, Rehire)</b>	Cosima, GTS, Internal HR systems	Background check to identify records of terrorist/criminal activities or networking; personal misconduct / reputation problem / hostility against UBS or conflict of interest with UBS, negative references concerning trustworthiness, work ethics, reputation. Use UBS internal HR systems to review potential previous engagement information (e.g. termination reasons).	No hits	Pre-offer, latest pre-UBS start date
<b>Family Relationship</b>	Self-declaration	Candidate needs to be asked whether he/she has family or personal relationships with UBS employees. - Family relationship: spouse, domestic partner or civil partner (or similar as recognised by law), parent (or parent-in-law), sister or brother (or in-law), child, step child. - Personal relationship: management reporting line. Answers are adequately documented.	No family relationship with UBS	Pre-offer, latest pre-UBS start date
<b>External Directorship and Positions (self declaration)</b>	Self-declaration	Candidate needs to be asked whether he/she has any external directorship that could raise a conflict of interest with UBS to disclose. Answers are adequately documented.	No external directorship and positions	Pre-offer, latest pre-UBS start date
<b>Registered Status / Statutory Disqualification</b>		Not applicable in Spain.		Pre-UBS start date
<b>Criminal Record Check</b>		Criminal Record Check is not allowed in Spain for employee screening purposes.		Pre-UBS start date, latest 4 weeks after UBS start date
<b>Credit Check</b>		Credit Check is not allowed in Spain for employee screening purposes.		Pre-UBS start date, latest 4 weeks after UBS start date
<b>External Directorship (Database Search)</b>	Public database	Database check to identify any external directorships and assess candidate integrity based on external directorship self-declaration.	No hits, no discrepancies between self-declaration and database search	Pre-UBS start date, latest 4 weeks after UBS start date