

Vetting Specification for External Staff BULGARIA

Valid as of 19 May 2021

Current State				
Check	Sources / Tools	Requirement / Validation	Successful Vetting Check Criteria	Timing
Identity Check		This check is the responsibility of the supplier. No copies of ID documents should be made or retained during the onboarding process, no scanned ID documents should be shared with UBS.		Pre-UBS start date
Right to work verification		This check is the responsibility of the supplier.		Pre-UBS start date
Global Background Check (COSIMA, GTS, Rehire)	Cosima not allowed , GTS, Internal HR systems	Cosima check is not permissible in Bulgaria.	No hits	Pre-UBS start date
Family Relationship	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 or personal relationship with UBS	Pre-UBS start date
External Directorship and Positions (self declaration)	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-UBS start date
Registered Status / Statutory Disqualification		Not applicable for Bulgaria.		N/A
Criminal Record Check		This check is not permissible in Bulgaria.		N/A
Credit Check		This check is not permissible in Bulgaria.		N/A
External Directorship (Database Search)	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