

Vetting Specification for External Staff ITALY

Valid as of 03 January 2020

Check	Sources / Tools	Requirement / Validation	Successful Vetting Check Criteria	Timing
Identity Check		This check is the responsibility of the supplier		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, GTS not allowed in Italy for employment screening purposes. Rehire check in internal HR systems is allowed.	Use UBS internal HR systems to review potential previous engagement information (e.g. termination reasons)	No hits	Pre-offer, latest pre-UBS start date
Family Relationship	Self-declaration or 'Stato di Famiglia'	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
External Directorship and Positions	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
Registered Status / Statutory Disqualification		Not applicable for External staff in Italy.		Pre-UBS start date
Criminal Record Check		Criminal Record Check is not allowed in Italy due to data protection restrictions.		Pre-UBS start date, latest 4 weeks after UBS start date
Credit Check		Credit Check is not allowed in Italy for employee screening purposes.		Pre-UBS start date, latest 4 weeks after UBS start date
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, latest 4 weeks after UBS start date