

# Vetting Specification for External Staff SAUDI ARABIA

Valid as of 19 February 2022

Current State				
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, 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-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 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 Saudi Arabia.		n/a
Criminal Record Check	*No Previous Criminal Conviction Certificate* issued by the Police General Headquarters. <u>Foreign nationals:</u> must first obtain a police clearance request letter which must be attested by the Saudi Ministry of Foreign Affairs before approaching the Police General Headquarters. <u>Saudi nationals:</u> do not need to obtain a police clearance request letter, and may proceed directly to the Police General Headquarters to obtain the "No Previous Criminal Conviction Certificate". The candidate must then appear personally with a passport-sized photograph and a national ID or residency permit at the regional Criminal Investigation Department for fingerprinting. The police clearance should be available for collection after 1 - 2 weeks.  Source of check: Candidate	Document(s) need to be original and current; e.g. dated not older than 3 months from UBS start date. <b>Onboarding:</b> Document(s) must cover all the jurisdictions / countries where the candidate has resided, was employed, attended school or lived more than 3 months over the last 5 years (required address history). <b>Periodic Vetting:</b> Document(s) must cover all the jurisdictions / countries where the candidate has resided, was employed, attended school or lived more than 3 months over the period equal to the frequency of periodic vetting (e.g. if the frequency of periodic vetting is 3 years, the check / address history must cover the last 3 years).  Further proof of residence shall only be requested if circumstances (applicable legal and regulatory requirements) demand such. Identification of any records associated with the candidate.  Candidate provides their certificate directly to UBS.	No entries found in respective document.	Pre-UBS start date
Credit Check	Credit Check / Credit Report provided by the Saudi Credit Bureau (SIMAH). Candidates can contact SIMAH personally to request their own SIMAH Credit Report. See also <a href="http://www.simah.com/en/ConsumerServices.aspx">http://www.simah.com/en/ConsumerServices.aspx</a> .  Source of check: Candidate	Document(s) need to be original and current; e.g. dated not older than 3 months from UBS start date. <b>Onboarding:</b> Document(s) must cover all the jurisdictions / countries where the candidate has resided, was employed, attended school or lived more than 3 months over the last 5 years (required address history). <b>Periodic Vetting:</b> Document(s) must cover all the jurisdictions / countries where the candidate has resided, was employed, attended school or lived more than 3 months over the period equal to the frequency of periodic vetting (e.g. if the frequency of periodic vetting is 3 years, the check / address history must cover the last 3 years).  Further proof of residence shall only be requested if circumstances (applicable legal and regulatory requirements) demand such. Check the summary of the candidate credit and bankruptcy history and compare with the address history.  Candidate provides their certificate directly to UBS.	No debt defaults (overdue amounts, collections, litigations) Candidate has not been legally declared a bankrupt.	Pre-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.  The check must cover all the jurisdictions / countries where the candidate has resided, was employed, attended school or lived more than 3 months over the last 5 years (required address history)	No hits, no discrepancies between self-declaration and database search	Pre-UBS start date