

Joining UBS as an external staff member

How does the vetting process work?

Why vetting?

At UBS, all internal as well as external staff are required to go through a strict vetting process prior to beginning work on premise and/or accessing UBS systems. This factsheet will provide you with important information about UBS's vetting process so you are prepared, know what to expect and complete the vetting efficiently.

What parties are involved?

- Your employer (is required to complete the UBS Staff Vetting Declaration form)
- UBS business contact (this is your UBS line manager or delegate)
- UBS certified vetting vendor (carries out part of the vetting on behalf of UBS and will send you an invitation)
 - HireRight (UK) for UK, EMEA, Switzerland
 - First Advantage/FADV (Singapore) for APAC
 - Cisive (US) for the Americas
- UBS External Staff Vetting Team (UBS vetting coordination)

What does UBS check?

Depending on local legal requirements, your work location and your access rights, a specific set of checks are required:

- Identity check and right to work (will be checked by your employer): You will need to submit a copy of your passport or another official identification document to your employer and your UBS business contact
- Family relationships and external directorships: You will be asked to complete a self-declaration form and provide it to your UBS Business Contact
- Global background checks: UBS will perform these checks based on the ID document you provide

- Credit check: You may need to provide address history information and evidence to cover all the jurisdictions / countries where you resided, was employed, attended school or lived more than 3 months over the last 5 years
- Criminal check: You may need to provide address history information and evidence to cover all the jurisdictions / countries where you resided, was employed, attended school or lived more than 3 months over the last 5 years
- Registered status: If your position requires you to be registered with a regulatory body, related documentation will be requested

What are your responsibilities?

- Be prepared to have a copy of your passport and proof of residence for your current address ready at hand.
- Be alert and check your mailbox frequently (also your spam folder) for the invitation from the UBS certified vetting vendor.
- Be quick to respond when you are asked for information or documentation. Any delay in response will postpone your engagement with UBS.

Timeline

Once your UBS business contact has submitted the onboarding request including your self-declaration form, and you have completed the invitation from the UBS certified vetting vendor, onboarding including basic IT set up will take approximately 4 days in most countries. You cannot start your engagement with UBS before a specific set of vetting checks is successfully completed.