

# Vetting Specification for External Staff NEW ZEALAND

Valid as of 20 January 2021

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, Global database check )	Cosima, GTS, Internal HR systems, Global database check	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, <del>Pre-offer, latest pre-UBS start date</del>
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, <del>Pre-offer, latest pre-UBS start date</del>
External Directorship and Positions (self declaration)	Self declaration <del>and confidentiality deed form</del>	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, <del>Pre-offer, latest pre-UBS start date</del>
Registered Status / Statutory Disqualification	Not applicable in New Zealand			Pre-UBS start date

<b>Criminal Record Check</b>	Outcome of the checks for criminal records done by New Zealand Ministry of Justice	<p>Document(s) need to be original and current; e.g. dated not older than 2 months from receiving.</p> <p><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).</p> <p><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).</p> <p><del>For both Onboarding and Periodic Vetting an appropriate address verification shall be performed for the current address.</del> 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.</p>	No entries found in respective document(s).	Pre-UBS start date, <del>latest 4 weeks after UBS start date</del>
<b>Credit Check</b>	<ul style="list-style-type: none"> <li>- Veda Applied Intelligence <b>OR</b></li> <li>- D&amp;B Database <b>OR</b></li> <li>- another recognised credit agency <b>AND</b></li> <li>- Bankruptcy database searches</li> </ul>	<p>Document(s) need to be original and current; e.g. dated not older than 2 months from receiving.</p> <p><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).</p> <p><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).</p> <p><del>For both Onboarding and Periodic Vetting an appropriate address verification shall be performed for the current address.</del> 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.</p>	No debt defaults (overdue amounts, collections, litigations) Candidate has not been legally declared a bankrupt	Pre-UBS start date, <del>latest 4 weeks after UBS start date</del>
<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, <del>latest 4 weeks after UBS start date</del>