

# Vetting Specification for External Staff BULGARIA

Valid as of 19 February 2022

Current State				
Check	Sources / Tools	Requirement / Validation	Successful Vetting Check Criteria	Timing
<b>Identity Check</b>		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
<b>Right to work verification</b>		This check is the responsibility of the supplier.		Pre-UBS start date
<b>Global Background Check (COSIMA, GTS, Rehire)</b>	Cosima / GTS <b>not allowed</b> , Internal HR systems	Cosima / GTS check is not permissible in Bulgaria.	No hits	Pre-UBS start date
<b>Family Relationship</b>	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
<b>External Directorship and Positions (self declaration)</b>	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
<b>Registered Status / Statutory Disqualification</b>		Not applicable for Bulgaria.		N/A
<b>Criminal Record Check</b>		This check is not permissible in Bulgaria.		N/A
<b>Credit Check</b>		This check is not permissible in Bulgaria.		N/A
<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.  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