

Delay in Completing Vetting Checks (post exception request / 4-week) GLOBAL

To: User is requested to the relevant mailbox in the recipient line from the below options:

Subject: Level 1 Supplier - Delay in Completing 4week (exceptionally approved) Vetting Checks

Please insert the mailbox from the list below relevant to the country of hire in the "To" field and then delete this table:	
For external staff working in the Americas region only:	SH-HR-externalstaffvetting-AMERICAS@ubs.com
For external staff working in the APAC region only:	SH-HR-ExternalStaffVetting-APAC@ubs.com
For external staff working in the CH region only:	SH-HR-Staff-Vetting-CH-PSC@ubs.com
For external staff working in the EMEA region only:	SH-HR-ExternalStaffVetting-EMEA@ubs.com
For external staff working in the UK region only:	SH-HR-ExternalStaffVetting-UK@ubs.com

Dear Staff Vetting Operations Team,

We would like to inform you of a forecasted delay in completing the 4-week (exceptionally approved) vetting checks for the below mentioned candidate.

GPN (e.g. 1234567)	
Supplier Name (e.g. Utopia Ltd.)	
Full Name of the Candidate (e.g. Elvis Presley)	
Start Date (dd.mm.yyyy)	
Affected Check (e.g. Criminal Check)	
Reason for Delay (e.g. vendor's delay to obtain a credit check)	
Deadline for Check Completion (dd.mm.yyyy)	

We confirm that we will inform UBS Group as soon as the above checks are completed or if there will be a further delay.

We understand that failing to meet the 4-week deadline means that we are non-compliant with UBS Group staff vetting requirements and we could lose the Level 1 supplier status with UBS. Failing to report the successful check completion may result in the candidate having a restricted access rights to UBS systems for a prolonged period, affecting their role in UBS.

[The case will be escalated to the Regional Staff Vetting Lead for handling.](#)

Kind regards,