

**C L I F F O R D**  
**C H A N C E**



**PEOPLE SCREENING AND ONBOARDING**






# PEOPLE SCREENING & ONBOARDING

The highest standards of integrity are essential to the commercial success and reputation of Clifford Chance. Ensuring that we have verified the information that hired applicants provide is essential to our recruitment process, and is a requirement of employment, or engagement with, Clifford Chance.

We expect our Suppliers to ensure ethical and professional standards are in place regarding the recruitment of their personnel, and anyone assigned to support the provision of the Services to Clifford Chance and/or our clients.





## Minimum standards:

The Supplier shall vet any employees closely involved in the delivery of the Services, in accordance with good industry practice, local applicable laws, and at its own cost. Depending on local employment laws, checks may include all or some of the following:

 <b>Career History &amp; Professional Qualifications</b>	Prior to the start of employment, the Supplier shall review and verify the employee's employment history (at least two references and for the last three years) and verify the academic and professional qualifications held and provided by the employee.
 <b>Identify Verification</b>	Prior to the start of employment, the Supplier shall verify the identity of the employee using any of the following example documents and/or other acceptable documents as per local legislation and guidance: a) Driving License b) Passport c) Residence permit
 <b>Address Verification</b>	Prior to the start of employment, and in the event of any change, the Supplier shall verify the fixed permanent address of the employee using any of the following example documents and/or other acceptable documents as per local legislation and guidance: a) Bank Statement b) Household Utility Bill c) Photographic ID d) Tax Bill
 <b>Credit/ Bankruptcy Checks, Including International Credit Checks</b>	Prior to the start of employment, and only in countries where the check is legally permissible, the Supplier shall in conjunction with relevant credit agencies, undertake a credit or bankruptcy check of the employee and retain a copy on file.
 <b>Unspent Criminal Convictions Check</b>	Prior to the start of employment, and only in countries where the check is legally permissible, the Supplier shall in conjunction with relevant legal and government agencies, review if the employee holds any unspent criminal convictions.

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## (CONTINUED)

 <p><b>Right to Work</b></p>	<p>Before they start working, the Supplier shall ensure that the employee is legally entitled to undertake the work in question by checking their original document(s) confirming their immigration status, or by completing an online check. Checks must be completed inline with local guidance and legislation on the prevention of illegal working. Suppliers shall make and retain a clear and dated record of the check to confirm it has been made.</p>
 <p><b>Free to Work</b></p>	<p>Prior to the start of employment, the Supplier shall confirm that the employee is free to work and provide the services without any prior contractual obligations or restrictions.</p>
 <p><b>Compliance Checks</b></p>	<p>Prior to the start of employment, the Supplier will undertake a search against an extensive range of UK and international government, law enforcement, regulatory and financial databases. This is designed to reveal potential links to bribery, corruption, politically exposed persons, fraud, money laundering, (alleged) terrorism, and any other risks.</p>
 <p><b>Directorship and Media Checks (Senior Positions &amp; Regulated Roles Only)</b></p>	<p>Prior to the start of employment, the Supplier will undertake a more extensive search of any senior roles appointed, which will include the search of all published journalist authored media and a specially constructed adverse search string incorporating key adverse terms.</p>

In the event that the vetting procedures undertaken by the Supplier identify an issue with the employee, which a reasonable supplier would consider to be a concern, the Supplier is required to promptly notify Clifford Chance and ensure that the individual is not involved in the provision of the Services unless approved by Clifford Chance. Regardless of approval, and as per our standard terms, the Supplier remains liable for the acts and omissions of its employee(s).

# CLIFFORD CHANCE

**Document Owner:** Procurement

**Approved By:** Director of Procurement & Chief Risk & Compliance Officer

**Date Approved:** 16<sup>th</sup> September 2020

**Date for Review:** September 2021

**Version:** 1.0

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Clifford Chance, 10 Upper Bank Street, London, E14 5JJ

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Registered office: 10 Upper Bank Street, London, E14 5JJ

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