

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



**PEOPLE SCREENING & ONBOARDING**  
MARCH 2023

# 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 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 member of staff 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 the engagement, the Supplier shall review and verify the member of staff's employment history (at least two references and for the last three years) and verify the academic and professional qualifications held and provided by them.
 <b>Identify Verification</b>	Prior to the start of the engagement, the Supplier shall verify the identity of the member of staff using any of the following example documents and/or other acceptable documents as per local legislation and guidance: a) Passport b) Residence permit
 <b>Address Verification</b>	Prior to the start of the engagement, and in the event of any change, the Supplier shall verify the fixed permanent address of the member of staff 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 the engagement, 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 member of staff and retain a copy on file.
 <b>Unspent Criminal Convictions Check</b>	Prior to the start of the engagement, and only in countries where the check is legally permissible, the Supplier shall in conjunction with relevant legal and government agencies, review if the member of staff holds any unspent criminal convictions.

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## (CONTINUED)

 Right to Work	Before the commencement of their engagement, the Supplier shall ensure that the member of staff 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.
 Free to Work	Prior to the start of the engagement, the Supplier shall confirm that the member of staff is free to work and provide the services without breaching any prior contractual obligations, restrictions or court orders.
 Compliance Checks	Prior to the start of the engagement, the Supplier shall 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.
 Directorship and Media Checks (Senior Positions & Regulated Roles Only)	Prior to the start of the engagement, the Supplier shall 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.

In the event that the vetting procedures undertaken by the Supplier identify an issue with the member of staff, 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 staff.

# CLIFFORD CHANCE

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