

Employee screening and vetting



Pre-employment screening is a process of investigating the credentials of job candidates in order to ensure hiring the right people for the right jobs. KPMG proposes customizable and high quality background checks to identify and assess risks and to prevent incidents that can be caused by future employees.

What potential risks does your organization face?

Depending on the employees' position within the organization, as well as on the nature of your business, your company may face risks that could probably be avoided by conducting pre-employment screening. Such risks mainly include:

- **Financial** loss due to fraud, corruption or sanctions;
- **Operational** risk following conflicts of interest, fraud or sanctions limiting business activity, reducing efficiency and market shares;
- **Reputational** damage in case of involvement in fraud, corruption or misconduct, despite a carefully built-up reputation.

Direct benefits of pre-employment screening

Pre-employment screening is a concrete measure of enforcing your ethics and integrity guidelines. It is easily communicated and visible to all your employees and stakeholders.

Enhancing ethical climate

Implementing vetting demonstrates **strong commitment from the top management** to compliance and integrity. Ensuring all your employees share your organization's norms and values contributes to their motivation and a responsible culture in your organization.

Increasing trust

Focusing on ethics and preventing fraud during recruitment avoids potential future misconduct. As they are aware of the increased security during the recruitment process, the organization benefits from increased trust from **employees, regulatory bodies as well as stakeholders and shareholders.**

KPMG's comprehensive solution

KPMG has developed a range of solutions that can be customized to meet your organization's requirements, ranging from background checks to interviews. With years of experience and access to large databases, we perform targeted checks to protect your organization. Our verifications include:

1. Employment, education and reference check

We verify the information provided by candidates in a formal and signed background verification form:

- Contact details
- Relevant diplomas
- Employment records and references
- Public mandates or positions held

2. Criminal record and bankruptcy checks

Taking into account local rules and regulations to comply with applicable privacy laws, we can check criminal records and credit checks, with written signed approval from candidates. Our financial situation form provides you with a description of savings, debts, and potential ongoing investigation to identify risky individuals.

3. Enhanced due diligence reports

Our KPMG tool developed internally K3PID gives access to our analysts to more than **65'000 online sources** worldwide, covering 190 languages. Our searches cover corporate records, press and media sources, court records, law and regulatory enforcement notices, as well as sanctions lists.

4. In-depths integrity interviews

Integrity interviews complete the vetting process for the **most critical candidates**. They cover a wide range of risks previously identified during formal checks such as foreign relationships, professional and financial situations, criminal proceedings, substance abuse... Interviews can be recorded and destroyed upon request.

A clear and detailed reporting

We provide you with a comprehensive report:

- outlining the work performed and summarizing all documentation collected during the screening process;
- clearly highlighting by color (green, orange, red) the level of risk of the considered candidate for each category as well as potential missing or non-verifiable information.

A typical pre-employment screening process

It is carried out in close cooperation with your organization's recruiting department. The process cycle demonstrates the flow of a typical screening process.

1. Recruiting

The process starts, like any recruitment process, with the definition of your candidate's ideal profile by your recruitment department.

2. Application

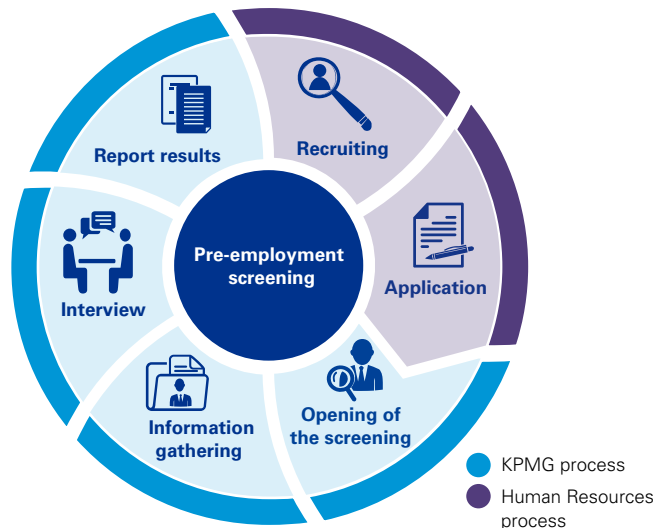
Selection of one or more candidates that fit with the desired profile, for whom the organization may want to start the pre-employment screening process.

3. Opening of the screening

Upon receiving personal details of the concerned candidates, KPMG initiates first a conflict check, ensuring that we are able to help you, and determine the right approach prior to performing our checks.

4. Information gathering

KPMG will gather documentation, such as a signed candidate consent form, work certificates, references, copies of diplomas and other documents in scope that may be required for our screening process.



5. Interview

If desired, KPMG may conduct an interview with the candidate to clarify any uncovered issues or gaps and to identify any matters of concern for your organization.

6. KPMG report

The findings of our pre-employment screening will be delivered to you in a comprehensive report, enabling your organization to make the right choice.

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