mib

YOUR VETTING PROCESS WHAT TO EXPECT

Welcome, and thank you for your interest in joining MIB

Because we work with sensitive data every day, it’s really important for us to keep our systems, people and stakeholders secure.

To do that, we carry out a few background checks on everyone who joins us. We’ve put together this short guide to help you understand what these checks are, what they involve and what we’re looking for.

What checks happen (and when)

These checks are started before you join and will need to be completed within your first three months of employment with us:

- Right to work: to confirm you’re legally allowed to work in the UK
- Financial, address, and identity check: to verify who you are
- Navigate check: if applicable, to confirm your vehicle is insured.
- Directorship check
- FCA register check
- Criminal records (DBS) check
- Sanctions check
- Employment or education history check: two years for most roles; five years for more senior positions.

What you’ll need

You’ll need to following documents to complete the vetting process:

Proof of Identity (you must provide one of the following original documents):
- Current and valid passport
- Birth certificate (issued within 12 months of birth) or Adoption certificate issued in the UK. This needs to be together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.
- Photocard driving licence (full or provisional). If you’re providing this as proof of ID, we’ll need another document for proof of address.
- Biometric Residence Permit (BRP)
- E-Visa - accessed via the UKVI 'View and Prove' service using a general share code provided by the applicant

Proof of Address (you must provide one recent original document from the list below):
- Current photocard driving licence (full or provisional), or paper version (if issued before March 2000)
- Bank or building society statement (issued within the last 3 months)
- Credit card statement (issued within the last 3 months)
- Council tax statement (issued within the last 12 months)
- Mortgage statement (issued within the last 12 months)
- Utility bill - excluding mobile phone bills (issued within the last 3 months)
- P45 or P60 (issued within the last 12 months)

What we ask from you

We'll need your help to make this process as smooth and straightforward as possible:

- Respond to any questions or requests from our People team or vetting provider (Zellis) as quickly as you can
- Be honest and accurate with the information you give
- Let us know early if you think something might show up as Amber or Red (see next section for what this means). Raising it with us won't be held against you, and it doesn't necessarily affect your employment. Each case is considered individually in line with vetting guidance, and we'll work with you to resolve and support.

As part of our vetting process, it's important that the information you've provided is complete and accurate.

If we're unable to verify certain details, if it turns out that something was intentionally misleading, or if the disclosed information is such that we're unable to continue, MIB may need to take further steps, which could include withdrawing the job offer, disciplinary action or, in serious cases, ending employment.

Your manager and our People team are here to support you through the process. If anything is unclear, just ask.

How we assess the checks

We review results using a RAG system:

- Green: all clear, no issues
- Amber: might need a closer look or more info before we move forward
- Red: something serious came up that may mean we can't proceed.

Some roles – like those in finance, tech, HR, or executive areas are considered higher risk. These might have a slightly stricter vetting process and require annual rechecks.

A quick look at the types of checks

Here's a summary of what we're looking at and how we assess them:

Right to work

- Green: you've shown valid documentation
- Red: you can't provide evidence of your right to work.

Criminal records (Basic DBS)

- Green: no unspent convictions
- Amber: a conviction that's not serious and has been disclosed
- Red: a serious or undisclosed conviction, failure to provide a certificate, or an unspent conviction that may impact the reputation of MIB.

Financial, address and ID

- Green: no bankruptcies or serious financial issues
- Amber: you’ve had some issues but can show they’re under control (like a repayment plan)
- Red: serious unresolved issues with no evidence of resolution.

Directorship

- Green: no concerns
- Amber: you’re listed as a director elsewhere but there’s no conflict
- Red: a disqualified directorship or a clear conflict of interest.

Financial Conduct Authority (FCA) register

- Green: no issues
- Red: adverse info found (this is rare).

Navigate

- Green: all good or not applicable
- Amber: insurance details may need clarification
- Red: vehicle is uninsured or info was withheld.

Sanctions and watchlist

- Green: no matches
- Amber: a match is found but isn’t you
- Red: a match is found and confirmed to be you.

Employment/education history (two or five years)

- Green: everything checks out
- Amber: minor gaps or inconsistencies
- Red: serious discrepancies or concerns such as false info.

Who’s involved and how

- You: provide honest and timely information
- Your manager: supports you and ensures vetting is completed
- People team: manages the process and supports both you and your manager
- Executive Committee and Board: oversee the vetting requirements and make sure they’re applied fairly and legally.

This guide is here to help you feel informed and prepared – nothing more, nothing less. If something comes up that could affect your vetting results, please let us know early so we can work with you on it.

We’re excited to welcome you on board.