



Work Experience at UBS

Work experience provides young people with an opportunity to spend time with employers to learn directly about working life and the working environment.

Placements also benefit businesses in numerous ways, from influencing the quality of future employees and developing recruitment channels to increased motivation of employees and raising community profile.

At UBS, an inclusive working environment is essential to our success. Our integrated approach to working with, investing in, recruiting and developing young people from diverse backgrounds enables us to meet the needs of our business and to fulfil, in part, our corporate responsibility objectives.

Work Experience placements are also part of our commitment to helping young people from less privileged backgrounds to access and progress in our organisation; these placements also enable positives outcomes for our business, for young people and for our communities.

Community Affairs Work Experience programme

The Community Affairs programme at UBS offers a structured Work Experience programme for young students aged 14 to 18 from disadvantaged areas in East London, in particular those from low income families who would otherwise find it difficult to source an experience in a corporate environment.

Priority is given to students from our flagship partner school, The Bridge Academy, Hackney with activities tailored to meet their learning needs. All employees are encouraged to support the Work Experience programme and the education of the participating students.

Work experience at UBS

The following outlines how all work experiences placements (including those under the Community Affairs programme) will be managed at UBS forthwith.

1. Work experience placements are defined as short term placements to young people (generally students) to enable them to gain experience of a work environment and a company in practice.
2. All placements, including those of personal or client contacts, must be agreed in advance with the appropriate department head.
3. Young people offered a Work Experience placement at UBS must go through the on-boarding process and sign relevant confidentiality agreements.
4. All work experience placements must have the right to work in the UK and must complete appropriate vetting checks.

5. All students on Work Experience must be assigned a supervisor who will have oversight and take responsibility for them for the entire duration of their placement.

6. Where a Work Experience placement is offered by a UBS employee to a young person outside of the Community Affairs Work Experience programme (e.g. to a personal contact or a client contact), that employee will also be required to offer a placement to a student from a UBS Community Affairs partner school (e.g. Bridge Academy) and /or to support the Community Affairs Work Experience programme by other means at a date to be agreed with the Community Affairs Department.

7. All participating employees should inform the Community Affairs Department via email to sh-communityaffairs@ubs.com when a personal or a client contact has been offered a placement at UBS's offices in London. The Community Affairs Department will confirm the next Bridge or Hackney student Work Experience dates, if available, and make arrangements, where feasible, for participation.

Payment

Work experience placements are likely to fall within an exemption to national minimum wage legislation and therefore are likely to be unpaid. This will be the case where:

- the placement does not exceed one year and is undertaken by a student as part of a UK based higher or further education course; or
- the placement is for an individual of compulsory school age.

Any placements that do not fall into either of the categories above should be referred to Employee Relations for advice as to whether national minimum wage should be paid.

Corporate Responsibility

We are each accountable for building the reputation of the firm through our actions and behaviours, be that appreciating the diversity of our colleagues, understanding the needs of our clients or creating a positive impact in our local communities.

All work experience placements must comply with the Global framework for managing conflicts of interest and corruption risks in the hiring process: [Managing Risk in the Hiring Process](#).

Work experience placements are managed by Hays and queries relating to administration or management of placements should be referred to Dan Mason at SH-TempsContractors

For further information the Community Affairs programme at UBS, email Sh-communityaffairs@ubs.com

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