Code of conduct for employers

Careers at The University of York will support employers to promote their organisation and opportunities to students by helping you to:

1. Advertise UK and overseas based:
   - Graduate positions, with an immediate or future start date
   - Part-time work suitable for vacations or alongside study
   - Volunteering opportunities
   - Internships and placements

2. Attend events on campus, including presentations, fairs, skills sessions and networking

3. Send messages to students and increase your visibility on campus

Guidance for working with The University of York

In our duty of care to students, we will seek clarification in writing regarding any aspect of a vacancy or event if necessary, and reserve the right not to advertise opportunities which we reasonably believe not to be in the best interests of our students and graduates. In particular, we reserve the right not to advertise vacancies or events which:

- Appear not to meet the requirements of equality or other employment legislation.
- Promote or endorse illegal activity.
- May bring the University into disrepute or detrimentally affect other relationships within the University
- Conflict with advice provided by the Foreign Office regarding safe travel.
- Have company information which is incomplete, e.g. the nature of the company, missing address.
- Have misleading, incomplete or inaccurate job descriptions.
- Are placed by private individuals, particularly where the role provides care for others.
- Do not pay the legal minimum wage, except in legal exclusions such as volunteers, voluntary workers or those undertaking work shadowing.
- Pay on a commission-only basis.
- Advertise courses with commercial training providers.
- Pay 'in kind' rather than being salaried, e.g. gig tickets, vouchers, CDs, meals
- Require a fee where services provided are not clearly stated or the benefit clearly defined
- Are partnership or equity only opportunities with set-up companies
- Are proprietary trading companies requiring graduates to pay desk fees
- Are connected with a 'pyramid' (or similar style) selling scheme.
• Could in our opinion be exploitative or may not be a genuine opportunity, e.g. a scam or fake advert.
• Are arranged by organisation which we cannot independently trace or verify.
• Represent an undue health and/or safety risk to the student.
• Involve students writing or sharing academic related material for use by other students.

The University accepts no liability for the actions of students or graduates recruited from The University of York.

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