

Employability and Careers Ethical Code of Practice

Purpose

Employability and Careers at the University of Surrey provides a wide range of job opportunities to our students and graduates, and we work in partnership with employers to achieve this. We value the relationships with employers and aim to provide a high level of service. Impartiality is one of our core principles as set out in our [Statement of Service](#).

The purpose of this Code of Practice (CoP) is to set out a range of considerations that we will take when making decisions that relate to our engagement with third-party organisations, which includes sourcing and advertising of vacancies for part time, volunteering, placement and graduate opportunities, engagement with careers fairs, work-based learning, and curriculum involvement.

Scope

Engagement of third-party organisations with Employability and Careers at the University of Surrey may include, but is not limited to, careers fairs, employer events, advertisement of vacancies on our online platform Surrey Pathfinder, curriculum involvement and all social media and direct email promotion.

The CoP will apply to all service decisions made by Employability and Careers at the University of Surrey and should be read in conjunction with our Statement of Service, Confidentiality and Data Protection notice and our Vacancy Advertising Policy available here: [About employability and careers | University of Surrey](#)

We aim to actively encourage ethical engagement between the University of Surrey as an institution, including academic and professional services departments, and third-party organisations, however, these terms apply only to Employability and Careers engagement.

Principles

1. Employability and Careers adhere to the core principles and standards of professional practice as described in the Association of Graduate Careers Advisory Service (AGCAS), [Member Code of Ethics](#) which includes impartiality:

“Impartiality – embedding the principle of impartiality into the design and delivery of career development services so that students and graduates have the freedom to develop their own career paths. Any conflicts of interest will be declared as soon as they are known.” (AGCAS Member Code of Ethics)

2. Employability and Careers [advertises vacancies](#) in accordance with current employment legislation, including anti-discrimination laws and National Minimum Wage regulations. In addition, as a member of AGCAS, we fully support their codes of best practice in graduate recruitment:

“The AGCAS Member Code of Ethics require HE Careers Professionals to act with integrity including acting with trustworthiness and transparency in the provision of services, the management of expectations and the honouring of promises and arrangements.” (AGCAS Member Code of Ethics)

3. We aim to provide students and graduates with the opportunity to engage with a variety of employers and third-party organisations across the full range of subjects and courses taught at the University of Surrey. This will include actively promoting opportunities that support the transition towards a net-zero carbon future, such as renewable energy companies. In addition, we will actively encourage organisations that support the UN’s sustainable development goals with innovation towards a sustainable economy, including artificial intelligence and robotics.
4. The Employability and Careers CoP will align with other strategic approaches to sustainability, particularly the Responsible Investment Procedure. This document highlights 18 different environmental, social and governance (ESG) issues it wants investors to consider, likewise organisations attending University of Surrey careers events should also consider these issues. This can be seen in Appendix 1.
5. However, Employability and Careers at Surrey will not engage in relationships with or the promotion of opportunities with third party employers when it is possible to identify that they are subject to these exclusion criteria for ethical and environmental reasons:
 - a. Tobacco organisations to include those that produce tobacco-based products
 - b. Organisations involved in the production and sales of arms to nations or organisations names as subject to UK sanctions under the Sanctions Act 2018

We may engage with Fossil Fuel organisations that have publicly committed to the transition to sustainable energy production and utilisation, and/or a commitment to renewable energy transition including a net-zero statement or strategy and will provide us with a link to verify this in any job advert or event attended at the University.

6. Students play a key role in drawing the careers service attention to any organisation involved in careers activity that do not adhere to the ESG principles outlined in Appendix 1.
7. Employability and Careers at Surrey may engage in activities with a subsidiary department of a third-party employer that may violate the principles in Appendix 1, where an opportunity can be provided that supports the transition towards a net-zero carbon neutral future such as a renewable energy subsidiary within an energy organisation or supports UN Sustainable Development Goals.

8. Criteria used to exclude specific vacancies from our platform are outlined in our vacancy advertising policy, available here: [Advertise job vacancies | University of Surrey](#)
9. Employability and Careers at Surrey expect employers to be transparent with graduates with respect of any fees they apply for early exits from their graduate scheme and include this information in the promotion of their opportunities to enable graduates to make career decisions that work for them.
10. The Service will not prevent a student from undertaking work based or work-related learning such as Professional Training Year, other internship, or placement opportunity with a third-party employer where the opportunity provides clear positive career development and positive student and graduate prospects.
11. As a service we support the University's commitment to achieving our 2030 Net Zero carbon target and we contribute to gathering data for the THE Impact Rankings, particularly in respect of the Sustainable Development Goal 8: Decent Work and Economic Growth.
12. At Surrey, we seek to fully harness the talents, creativity, and skills that our people bring and maintain our continuing commitment to equality, diversity, inclusion, and anti-discrimination across the broader community. We therefore expect such commitment to be reflected in the policies and activities of the organisations with which we engage. To support this, we have set up a platform on MySurrey to showcase inclusive employers who embrace diversity:
<https://careers.surrey.ac.uk/diversity-and-inclusion-employers-perspective>

Appendix 1

The University would expect investment decisions and company engagement to take into account the following:

Environmental	<ul style="list-style-type: none"> • The quality of environmental management, policies and reporting. • Efficient use of natural resources. • Pollution, waste and deforestation. • Resilience to climate change in line with the Paris Climate Accord. • Impact on the global environment, its climate and biodiversity. • Focus on recycling and impact of single-use plastics. • Commitment to a transition to sustainable energy production and utilisation, and / or a clear commitment to renewable energy transition and research.
Social	<ul style="list-style-type: none"> • Approach to equal opportunities, training, health and safety, working conditions (including slavery and child labour), employee and board diversity, gender pay, senior executive remuneration and employee welfare. • The effect of the manufacture and sale of products, services and materials on society and on public health and safety. • Involvement and impact on local communities both in the UK and overseas. • The extent and nature of charitable donations. • The significance of any complaints regarding advertising or other public messages
Governance	<ul style="list-style-type: none"> • Policies towards human rights, the nature of any operations in the third world, impact on indigenous communities and observance of labour standards. • Consideration of fraud, bribery and corruption risks. • Marketing techniques, supply chain management and the quality of internal controls. • Tax strategies and specifically the use of any aggressive tax avoidance schemes. • Transparency. • Compliance with the highest standards of corporate governance.