

## Ethical Careers Policy – Aberystwyth University Careers Service

Aberystwyth University Careers Service is the University's central careers service and is committed to upholding and promoting ethical careers and recruitment activities in accordance with

- Aberystwyth University strategic Plan
- [Sustainability Policy 2023](#)
- [Towards net zero Carbon 2030 Strategy](#)

To ensure we meet the full range of aspirations of our students and graduates we additionally observe the core principle and standards of professional practice set out in the [AGCAS Code of Ethics](#). In doing so we retain our stance of impartiality, which is free of bias, enabling individual students to feel empowered and able to make fully informed decisions about their future career.

We also have a set of core ethical careers aims:

### Aim 1)

The Careers Service will look to no longer collaborate or hold relationships with the following industries/companies:

- Fossil Fuel companies, explicitly involved with coal and tar sands.
- Mining Companies – in the 100 coal companies in the [Carbon Underground 200](#) and the 50 mining companies in the [Transition Mineral Mining 50](#)
- Tobacco companies and those that produce tobacco-based products.

However, related roles may on occasion be uploaded by third party employers on to the Careers Service vacancy feed. Roles may also be discussed at careers fairs and within guidance interviews (where impartiality is contracted) should students request this.

### Aim 2)

We actively promote roles that enhance sustainability. We also aim to ensure that 50% of our job-related social media campaigns promote roles, events and other opportunities offered by organisations focussed on creating green communities and careers.

### Aim 3)

All opportunities coming directly via our main third-party vacancy provider 'Target Connect' have been screened and confirmed as legitimate. Direct opportunities are manually checked for legitimacy, alongside regular manual checks of our direct feed to filter out excluded companies. We also check to ensure working environments are safe for our students and graduates and that employers are abiding by current employment law. We have a tripartite agreement for external AberForward placements.

### Aim 4)

We promote best practice in employment by ensuring that all centrally supported internships (AberForward) are fully funded and paid at the Real Living wage. Unpaid opportunities are not promoted unless exempt from National Minimum Wage legislation.

#### Aim 5)

AU Careers Service is committed to actively funding employability activities which directly and indirectly support sustainability. For example, our annual CareerFest event dedicates a full day to sustainability including a challenge and green sector panel and Q&A.

We are also key partners in the design and delivery of the annual Aberystwyth University Student/Staff Sustainability Conference which takes place in the Autumn, ensuring a range of employers from the sector have representation.

We support AberForward student internships that consider a sustainability focus.

#### Aim 6)

We are committed to the levelling up agenda ensuring widening participation activities are particularly supported in recognition of our student population via our Career Readiness Support initiative. In addition, we also proactively promote opportunities offered by organisations such as Leonard Cheshire/Change 100, Creative Access, Employ Autism, International Women's Day, 10,000 Interns Foundation and Sanctuary Graduates.

#### Aim 6)

We are committed to ensuring that our Careers Service merchandise for promotional activities to our target markets will be sustainable, for example made from recyclable materials and request that merchandise brought on to campus for events via third parties to also be sustainable wherever possible.

#### Aim 7)

The Careers Service operates a paperless office, wherever possible, printing only recycled paper if students have a reasonable adjustment requirement, if paper is the best method of advertising an essential service to students or a request has been made for documentary evidence.

#### Aim 8)

The Careers Service, which is independently run by the university and not as part of any combined careers service, is committed to transparency to promote continuous improvement through feedback. Full Careers Service Staff contact details including name, role and email address are present and easily found within our [Careers Service webpages](#). For feedback on this policy please contact Bev Herring, Head of Careers & Employability, on 01970 622378 or [bch@aber.ac.uk](mailto:bch@aber.ac.uk)

We are currently working with the following third-party employer providers to supply services: [Target Connect](#)

Signed off May 2024 by Neil Glasser, Faculty PVC with Exec responsibility for EDI, Environment and Sustainability. Reviewed annually.