

# Ethical Careers and Employer Engagement Statement

## Document Control

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|------------------------------|---------------------------------------------------------|
| Responsibility for Document: | Student Futures (Student Development and Employability) |
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| EIA:                         |                                                         |
| Signed-off by:               | James Leyshon, Head of Governance                       |

## 1. Ethical Careers - Purpose & Values

As part of our commitment to environmental sustainability and social responsibility, evidenced by our [2024 Fossil Free Declaration](#), Liverpool Hope University ensures all employer engagement is conducted with transparency and integrity. Our objective is to connect students with a diverse range of career opportunities, while firmly ensuring that all institutional partnerships align with the ethical standards outlined in the University's [Strategic Plan 2025–2028](#).

### 1.1 Professional Standards & Impartiality

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 [Graduate Futures Institute \(GFI\) Code of Ethics](#). In doing so we provide:

- **Impartiality:** We do not dictate which career paths students should follow. We represent the interests of all students and provide unbiased, professional information, advice and guidance to support individual career goals.
- **Student Autonomy:** We believe students are capable of making their own value-led decisions. Our role is to provide the information and critical thinking tools required to navigate complex global industries.

### 1.2 Vetting & Due Diligence

While we aim to deliver a broad platform for recruitment, certain industries require enhanced scrutiny to ensure they meet the University's safety, ethical, and sustainability standards. Engagement with

organisations in the following sectors is not automatic; they must undergo a vetting process and may be referred to the University Due Diligence Approval Panel:

- **Fossil Fuel Extraction:** In line with the University's commitment to exclude fossil fuels from investment holdings, all engagement with companies in this sector will be reviewed for alignment with the University's carbon reduction targets.
- **Extractive Industries & Mining:** Organisations must demonstrate adherence to international environmental safeguards and human rights standards.
- **Armaments & Defence:** Engagement is subject to review to ensure compliance with UK government sanctions and international humanitarian law. Companies will be vetted to ensure their activities do not conflict with the University mission and values.
- **Tobacco & Nicotine Products:** Companies will be vetted to ensure their activities do not conflict with the University's health and wellbeing commitments.
- **Gambling & Adult Industries:** Roles must be reviewed to ensure they do not pose a risk to student wellbeing or institutional reputation.

On occasion, related roles may on occasion be uploaded by third party employers on to the Student Futures vacancy feed. Where manual approval is required, we will vet and/or refer such roles as and when they are uploaded. Students will still be able to discuss these roles, and any roles they find on external job sites, during guidance interviews and with Careers Advisers, where impartiality is contracted.

### 1.3 Engagement & Dialogue

Where an employer is approved following due diligence, Student Futures provides a platform for connection. We encourage students to engage critically with all employers and welcome feedback regarding the ethical practices of any organisation represented on campus.

## 2. Vacancy Posting Standards

### 2.1 Scope

These standards apply to all vacancies, including part-time work, internships, placements, and graduate roles, advertised via the University's external jobs portal (JobTeaser).

### 2.2 Jobs Portal

The University operates jobs portal ([https://hope.jobteaser.com/en/sp\\_companies/users/new](https://hope.jobteaser.com/en/sp_companies/users/new)) that is the platform through which 3<sup>rd</sup> party organisations promote their opportunities to students. All users must adhere to the terms and conditions set out by JobTeaser here to ensure JobTeaser is not misused and/or used for the posting of unlawful content or statements [https://d1guu6n8gz71j.cloudfront.net/system/legal\\_files/273/original.pdf?1762530059](https://d1guu6n8gz71j.cloudfront.net/system/legal_files/273/original.pdf?1762530059)

3<sup>rd</sup> party organisations are required to provide all the information requested in the online form and detail an opportunity accurately. By submitting an opportunity via the jobs portal, the 3<sup>rd</sup> party organisation is agreeing that their post adheres to the guidance in paragraph section 2.3 (below).

Any opportunity posted on the job's portal deemed not to adhere to the guidance will be rejected. Opportunities submitted without a closing date will be advertised for 1 calendar month.

It is the duty of the 3<sup>rd</sup> party organisation (employer) to meet all statutory legal requirements with regards to the recruitment and employment of students and graduates.

## 2.3 Core Advertising Standards

To ensure the protection and fair treatment of our students, all vacancies must:

- **National Minimum Wage:** Comply with UK NMW legislation. We actively promote the **Real Living Wage** where possible.
- **Study-Life Balance:** Part-time roles for current students are recommended not to exceed **20 hours per week** during term time to prioritize academic success.
- **Financial Integrity:** We will not post roles that require an upfront fee, investment from the student, or "commission-only" structures with no base salary.

## 2.4 Foreign Influence Registration Scheme (FIRS)

While Student Futures champions choice and impartiality, all employer engagement and vacancy advertising must strictly comply with UK law. In accordance with the **National Security Act 2023**, third-party organisations and employers operating under the direction of a foreign power must ensure they meet their statutory obligations under the **Foreign Influence Registration Scheme (FIRS)** where applicable.

Compliance with FIRS is a mandatory legal framework rather than a voluntary institutional ethical choice. For comprehensive guidance on how the University manages wider statutory transparency, international collaborations, and compliance, please refer to the main **Liverpool Hope University Code of Ethics and Governance** pages here: <https://www.hope.ac.uk/aboutus/governance/policiesandstrategies/>.

## 2.5 Referral to Due Diligence

Vacancies submitted by organisations within the five high-risk sectors identified in section 1.2 of this document will be flagged for review. Approval is subject to the organisation's ability to provide transparent information regarding their environmental and social impact.

## 2.6 Safeguarding & Professionalism

- **Private Residences:** For safety reasons, we do not advertise roles based in private homes (e.g., childcare or tutoring).
- **Agency Transparency:** Recruitment agencies must disclose the name of the end-client for each specific vacancy to prevent "blind" data collection.
- **Unpaid Roles:** We generally do not advertise unpaid internships, except where they are with a registered charity or form a formal part of a credit-bearing degree program.

## 2.7 Agencies

If an organisation is interested in advertising with Liverpool Hope University, they are welcome to place one advert for their agency which will expire at the end of the academic year in which it is posted. Organisations can also post specific job adverts, but we ask to name the client, generic job adverts without a named client will not be approved.

## 2.8 Legal

The university accepts no liability for the actions of students or graduates recruited from Liverpool Hope University.

### **3 Contact**

The Student Futures Service is independently run by the university and not part of any combined careers service. It is committed to transparency to promote continuous improvement through feedback. Student Futures Team contact details can be found by selecting the Student Futures department in the staff index here: <https://www.hope.ac.uk/staffindex/>

If you have any questions regarding this statement or would like to clarify any information, please contact Emma Clarke, Head of Student Development & Employability here [clarkee1@hope.ac.uk](mailto:clarkee1@hope.ac.uk)