



## Code of Practice for Employers

KeeleSU Jobshop advertises part-time, casual & vacation jobs to students at the University of Keele.

We will only advertise roles that comply with this Code of Practice. However, we do reserve the right to refuse opportunities that we do not deem acceptable.

The placement of an advert shall be deemed acceptance of and agreement to this code of practice.

### We will:

1. Promote vacancies offering employment for up to 20 hours per week during term-time and will advertise up to full-time hours during vacation periods.
2. Give preference to on campus and UK based roles.

### Vacancies we will not advertise:

3. Commission only based positions.
4. Vacancies that do not meet statutory legal requirements such as National Minimum Wage etc or comply with legislation relating to discrimination.
5. Any companies that fall under the KeeleSU UGM Guidelines Policy 2006.
6. Brand Manager Vacancies unless agreed by the Jobshop and the relevant Brand Manager Agreement is signed.
7. Positions that require a student to make a payment, enter into a credit agreement or purchase goods to sell.

### Employer requirements:

8. Clearly explain the nature of the work offered & send full details or complete the vacancy request form.
9. Clearly state the rate of pay offered.
10. Employers should be aware of students study obligations and not offer full-time students work above 20 hours per week during term-time.
11. Employers shall satisfy themselves as to the suitability of any employee and shall be responsible for taking up any references provided by the employee before engaging them in work.

### Regulations:

12. Employers have a duty to meet all statutory legal requirements. In particular the employer is reminded of the following requirements: payment of tax and National Insurance contributions, adherence to health & safety regulations, provision of adequate insurance and compliance with the DTI Working Time Directive.
13. Employers are responsible for checking iD in line with 'Prevention of Illegal Working' legislation. For guidance on this please visit <https://www.gov.uk/government/publications/right-to-work-checks-employers-guide> or contact the Jobshop.
14. We reserve the right to not accept or withdraw vacancies the grounds for this will be fully explained to the employer and they will be informed of the right to appeal as stated in the UGM Guidelines Policy Document.
15. We shall not be liable for any loss or damage suffered by the employer arising from, or in any way connected with, the introduction by jobs to the employer of any employee or the engagement of any employee.
16. Where any charge is to be levied on an employer using the Jobshop, the amount, it's purpose and the method of payment will be stated clearly, in writing when the vacancy is notified.