

Cardiff Metropolitan University Careers Service Ethical Careers & Recruitment Principles

Cardiff Metropolitan University Careers Service is the central careers service for the university community and is deeply committed to upholding and promoting ethical standards in careers and recruitment activities. The below principles apply to the activities directly administered and supported by the central careers team.

The following principles are guided by:

[Cardiff Metropolitan Strategy 2030 – Purpose, Impact & Compassion](#)

Further commitment is underpinned by:

[AGCAS Membership Quality Standard](#)

[Well-being of Future Generations \(Wales\) Act 2015](#)

[United Nations Sustainable Development Goals](#)

[UK Government workers rights](#)

Ethical Careers & Recruitment Principles:

- We are committed to avoiding the creation of marketing campaigns that promote career and employability roles contributing to the harmful impacts of the fossil fuels, mining, arms, and tobacco industries. Although such roles may be uploaded by third parties onto Cardiff Met's digital jobs board and discussed during careers events and guidance interviews (with an obligation to maintain impartiality), we will not intentionally develop or encourage them.
- We will also reject any roles uploaded by third parties that require manual approval that are associated with tobacco companies or the production of tobacco-based products. Additionally, tobacco companies and those involved in tobacco-based product production will not have access to our career fairs and employer events.
- Instead, we will proactively encourage and highlight "green jobs" by establishing a dedicated section on our digital jobs board and promoting them through appropriate email campaigns, social media initiatives, and similar platforms. At Cardiff Met, we strongly believe in collaborating with organisations to drive positive change. As a result, it is possible that some of these environmentally sustainable positions may be found within the industries previously mentioned, and we will not exclude organisations making positive change.
- Every opportunity manually listed on our digital jobs board undergoes screening to guarantee its authenticity, ascertain the presence of safe working environments for our students and graduates, and ensure that employers comply with current employment laws. We have an established process to raise concern, as we appreciate that errors can occur and that this is an area of our work that has been actively targeted by fraudsters in the past.

- On Cardiff Met funded / facilitated internships or work placements, all parties involved must sign a tripartite agreement, which includes a comprehensive risk assessment, prior to the commencement, ensuring a thorough evaluation of potential risks and mitigation measures.
- We uphold the highest employment standards by ensuring that all student internships and employment opportunities directly recruited for by the Careers Service at Cardiff Met receive full and appropriate funding and compensation, in line with university guidelines.
- Additionally, any unpaid internships advertised on behalf of third parties via our digital system undergo thorough screening and must only advertise a maximum of 70 working hours, whilst offering meaningful opportunities. We recognise that exceeding this threshold raises concerns about potential exploitation.
- Cardiff Met looks to prioritise the allocation of funds towards supporting employability activities within organisations, with a particular focus on local entities that demonstrate a strong commitment to improving both the well-being of individuals and the health of the planet. We are committed to creating a zero-cost model for organisations which want to engage with us, to promote such opportunities to our students.
- All merchandise produced by Careers Service representatives for promotional activities to our target markets must be sustainable, for example, made from recycled materials. We will work with colleagues within the University to ensure that items sourced for such activities are internally ordered and meet the necessary sustainability principles.
- Cardiff Met Careers Service strives to maintain a paperless office environment whenever feasible. Printing is limited to instances where students require reasonable adjustments or when paper is the most effective means of promoting essential services to students. We maximise the use of sustainable alternatives, such as digital notice boards, e-campaigns, social media campaigns, and similar strategies, to minimise our reliance on paper-based communication.
- Cardiff Met upholds a commitment to transparency to foster ongoing improvement through feedback. If you have any feedback regarding this policy, please feel free to reach out to us via the contact us page of our website - <https://www.cardiffmet.ac.uk/about/careers/Pages/Contact-us.aspx>
- These principles will be reviewed every 12 months and updated in line with university strategy and underpinning resources linked above.