

# SSE Careers Online Code of Practice

Employers must read our Code of Practice before submitting a vacancy via SSE Careers Online

Vacancies will only be advertised where they comply with our Code of Practice. The Career Services department reserves the right to edit or exclude vacancy entries that do not comply.

All items you add to SSE Careers Online will be subject to approval by the Stockholm School of Economics Career Services.

## Vacancy Advertising

- The employer must clearly state the nature of the work offered and specify any necessary skills required. If they are able, the employer should also state the number and distribution of hours to be worked, length of employment and other terms
- It is the responsibility of the employer to let all candidates know the result of an application as soon as possible and to archive their vacancies when posts have been filled.
- The employer should be aware of students' study obligations and, in the case of part-time offers not ask them to work in excess of 20 hours per week, except during vacations and other periods when a student does not have the usual pressures of study. We recommend you to be flexible and provide alternative times and dates for selection activities where these may clash with exams and other important academic demands.
- It is the duty of the employer to meet all the statutory legal requirements with regard to students employed from SSE. In particular the employer is reminded of the following requirements:
  - Payment of National Insurance contributions and taxes.
  - Adherence to health and safety regulations
  - Provision of adequate insurance
  - Compliance with legislation against discrimination in employment on basis of gender, ethnic origin, disability, age etc.

**The Career Services reserves the right to edit vacancy adverts for purposes of:**

- Brevity and clarity
- Equal opportunities legislation, where the Services has a legal responsibility not to advertise vacancies which may be construed as discriminatory. The Services will contact advertising organizations, where appropriate, to clarify wording and details of adverts, or to obtain reassurance of exemptions from equal opportunities legislation.

In its duty of care to students the Career Services reserves the right not to approve vacancies or voluntary opportunities which it reasonably believes not to be in the best interests of its students and graduates. In particular, vacancies which:

- Are placed by private individuals and require students to work in the employer's own home
- Discriminate against candidates on the basis of sex, race, disability, religion, sexual orientation or age, or other equal opportunities legislation
- Promote or endorse illegal, unethical or discriminatory activity
- Pay on a commission-only basis
- Require an up-front financial investment by the student / graduate
- Represent an undue health and / or safety risk to the students
- Are connected to the adult / sex industry, or are associated with adult content
- Have misleading, incomplete or inaccurate job descriptions
- Are placed by any organization with which an association may bring SSE or students into disrepute
- Do not include an address or land line contact telephone number.

## **Charges**

We will not charge employers for publishing vacancies.

## **Advertising on behalf of a third party**

**Any general advertisements for recruiting temporary workers will not be advertised on SSE Careers Online.**

In the case of recruitment agencies, only vacancy adverts for the organization itself will be accepted.

## **Unpaid internships**

Students who undertake work outside of their studies must be paid. Internships that do not meet with our code of practice or relevant legislation will not be advertised.

We do not advertise unpaid internships where students are:

- contributing to the profitability or objectives of the organization
- expected to behave as employees and have set duties / responsibilities

### **Exemptions:**

Volunteering opportunities with registered charities can be advertised at SSE Careers Online.

## **Job offers**

Employers must clearly explain the terms of conditions of service and nature of contract in the offer letter and state whether or not an offer is conditional. Students should be allowed a reasonable time for decision making, especially if the offer is for a graduate role. Recruiter should not subject candidates to undue pressure to accept offers. Employers should keep candidates informed if offers/processes are delayed.