



CAREERS AND ENTREPRENEURSHIP

COMMITMENT TO PROMOTION OF ETHICAL AND SUSTAINABLE EMPLOYMENT PRACTICES

At the University of Sussex, The Careers and Entrepreneurship service is dedicated to promoting ethical, inclusive, and sustainable employment opportunities for our students and graduates. We work closely with trusted partners and employers to ensure all advertised roles meet our high standards of quality, safety, and legality.

Opportunity Vetting and Employer Standards

All opportunities received via our primary third-party vacancy provider, **CareerHub**, are thoroughly screened and verified as legitimate. This includes both direct submissions and roles harvested from recruitment feeds. Each opportunity is manually reviewed to ensure compliance with our [advertising terms and conditions](#), including:

- Safe and supportive working environments
- Adherence to current employment legislation
- Fair and legal pay practices

We maintain a **tripartite Memorandum of Understanding** with employers offering one-year professional placements to Sussex students. Except for Unpaid Service Placements, all professional placements must be paid.

We also collaborate with [Student Circus](#) to promote verified opportunities tailored to our international student and graduate community.

Promoting Fair Pay and Inclusive Practices

We champion best practices in employment by ensuring that all centrally supported internships are:

- Fully funded
- Paid at or above the Real Living Wage

Employers hosting work experience through our [Career Lab programme](#) are required to complete disability empowerment training delivered by our expert partner, [EmployAbility](#).

Students participating in our central [Student Consultancy](#) programme receive a bursary equivalent to the Real Living Wage.

We do not promote unpaid opportunities unless they are legally exempt from National Minimum Wage legislation. Roles must offer at least the [National Living Wage](#), regardless of the applicant's age.

Through our partnership with [Virtual Internships](#), we offer global online internships that are paid at the Real Living Wage and align with our **Sustainable Procurement Policy**.

Commitment to Sustainability

Careers and Entrepreneurship actively funds employability initiatives that support sustainability. Highlights include:

- **Green Futures:** Our annual event features a half-day dedicated to sustainability, including a challenge, and a panel with green sector employers and alumni.
- **Sustainability-Focused Projects:** For example, Sussex student consultants helped **Ridgeview Wine Estate** identify ways to reduce waste by recycling bidules - single-use plastic caps used in sparkling wine production.

We also ensure that all promotional merchandise is **sustainable**, using recycled and recyclable materials wherever possible.

Our office operates **paperless** whenever feasible. Where printing is necessary due to reasonable adjustments, we use **recycled paper**.

Transparency and Feedback

Careers and Entrepreneurship is not part of a combined careers service; it is independently run at the University of Sussex and committed to transparency and continuous improvement.

Full contact details for all departmental staff, including names, roles, and email addresses, are available on the [University of Sussex website](#).

For feedback on this statement, please contact:

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