

- CODE OF PRACTICE -

The GRB job shop is the Graduate Recruitment Bureau's national student online advertising service. Its aim is to help employers fill the following types of vacancies:

- part-time, including: temporary; voluntary; term-time; holiday work
- internships
- industrial and commercial placements
- casual and project based work
- work shadowing and mentoring
- open days and insight courses

The job shop is a separate service to our normal graduate recruitment based services and we do not enter into contracts with students or employers. Our role is to facilitate the exchange of information and employment opportunities between employers and students who visit our website, www.grb.uk.com. All contracts of employment are to be agreed between the employer and student.

Employers Code of Practice

1. The employer must supply the GRB job shop with their full contact details, including company name, postal address, website (if applicable) and a suitable telephone number.
2. The employer must provide as much information as possible when offering suitable vacancy opportunities, specifying clearly any necessary skills required, the proposed salary and duration (hours, weeks months etc) to be worked, and any other terms.
3. It is the responsibility of the employer to let all candidates know the result of their application as quickly as possible.
4. If no closing date is specified, the employer must inform the GRB job shop when the vacancy has been filled.

- CODE OF PRACTICE -

5. The employer should be aware of a student's study obligation and not ask them to work in excess of fifteen (15) hours per week, except during vacation or other periods when a student does not have the usual pressure of study.

6. The GRB job shop reserves the right to refuse advertisement of any vacancy paying less than the required national minimum. The employer is obliged to meet all usual legal obligations when employing students via the job shop. In particular the employer is reminded of the following requirements:
 - Payment of National Insurance contributions, tax or appropriate, submission of declaration of income forms [P38(s)] to the Inland Revenue.

 - Provision of adequate insurance both as regards injury to the students and as regards any claims against students for damages or personal injury.

 - Adherence to health and safety regulations.

 - Compliance with legislation against discrimination in employment on the basis of gender, ethnic origin, disability, etc. and with good practice in respect of non-discrimination on grounds of age.

 - Compliance with the Working Time regulations 1998.

7. It is the policy of the GRB job shop not to advertise any vacancies that discriminate against any student on the basis of race, gender, religion, age or disability.

Failure to comply with this Code of Practice could remove an employer's eligibility to advertise with the GRB job shop.