

AGE DISCRIMINATION ACTION LIST

Recruitment

- Check recruitment and application procedures including any recruitment agency used
- Are your job advertisements age-discriminatory?
- Avoid specifying age requirements or using words such as “energetic” “ gravitas” “youthful”
- Only includes years of experience to the extent it can be justified
- Are any of your requirements discriminatory and if so can they be justified?
- Consider where you place your advertisements –are you effectively excluding a particular age group?

Benefits and training/career development

- Review service related benefits – are they within the 5-year exemption and if not can they be justified?
- Is training offered to all ages?
- Is promotion open across the age spectrum

Documentation

- Ensure proper documentation and recording of employment decisions and where possible give reasons for decisions
- Amend staff handbook, review and update policies

Redundancy

- Is any enhanced redundancy policy applied evenly across the age spectrum relative to the statutory scheme
- Consider selection criteria for compliance with Regulations

Retirement

- Introduce procedure for notifying employees of intended retirement date and right to request extension
- Consider whether current retirement age should remain in place
- If retirement age is below 65, can it be justified?

Compliance

- Ensure all staff are aware of the implications of the regulations
- Review employment policies/practices
- Ensure staff make employment decisions based on merit and competence rather than age factors
- Identify any potential age discrimination practices and consider how to remove them
- Be aware of your workforce profile and consider documenting this to enable you to establish if there is age discrimination
- Ensure that the relevant decision makers have received training