

This checklist covers some of the main points you need to consider in relation to complying with the 'age regulations'. It needs to be remembered that legal compliance is only half the story, being less ageist in the way you run your business can have bottom line benefits in terms of knowledge retention, costs of recruitment, customer perception etc.



1. Add age to your equality policy and take active steps to ensure all employees understand the implications of the policy. It's a good idea to give examples of unacceptable behaviour.	
2. Make sure it is clear what people should do if they feel they have suffered discrimination, harassment or victimisation.	
3. Check your adverts to ensure unnecessary references to age/experience are removed.	
4. Check company literature, pay particular attention to visual material to ensure it avoids over emphasis on a certain age group.	
5. Make sure people involved with recruitment/interviewing etc. understand the need to make selection decisions on the basis of merit, and not on the basis of criteria that may amount to discrimination.	
6. Keep records of selection criteria and decisions in case you ever have to defend yourself against a claim.	
7. Ensure you have a clear normal retirement date. This will often be 65 (and if you do not have a stated normal age, 65 will apply by default) unless you can justify it being earlier (take care – this may be difficult to do).	
8. Make sure you have a system for alerting you to the need to give notice of retirement at least six months before the retirement date.	
9. Treat written requests to work beyond your normal retirement age seriously. The individual must be met, and given a written response followed by the right of appeal.	
10. Review your pay and benefits to ensure that any service related items that accrue beyond 5 years can be justified.	

11. Age related pay (such as pay bands for young workers) and contractual redundancy payments should be reviewed to ensure that they 'mirror' the statutory arrangements such as the National Minimum Wage and the statutory redundancy calculations.	
12. Ensure that recruitment agencies are not given instructions to discriminate on your behalf – you may be liable for their actions.	

All reasonable efforts have been taken to ensure that the advice contained in this checklist represents both best practice, and the law as it stands at the time of publication. It should not be relied on as a substitute for taking advice about specific situations.

Ken Allison  
Paradigm Partners  
0161 928 3213  
January 2009