

# Age Discrimination Policy (incorporating Retirement Policy)

## 1. Introduction & Statement of Intent

1.1 Gelder Group is committed to ensuring that all staff are treated fairly irrespective of their age and has taken measures to ensure that it fully meets the requirements of the Employment Equality (Age) Regulations 2006.

1.2 Age will not be a factor in any decisions made concerning recruitment & selection, access to employee benefits, opportunities for promotion or training, performance management, application of discipline or capability procedures or selection for redundancy.

## 2. Age Discrimination & other equality policies

2.1 Gelder Group demonstrates through its Equal Opportunities policy its commitment to ensure that all staff are treated fairly. The implementation of this policy will support and strengthen this commitment.

## 3. Retirement

3.1 The normal retirement age for all employees is 65. The actual retirement date can be varied by mutual consent.

3.2 It is recognised that staff may seek to retire at a different age.

3.3 Staff who do not wish to be retired at the normal retirement age have the right to request to remain in employment beyond this age and the company will consider any request made. At least six months prior to the planned retirement date, but not more than one year, the company will write to staff informing them of their projected normal retirement date and the process to be followed should they wish to request to continue working. Any request to remain in employment beyond the normal retirement date must be submitted to the Line Manager or Head of Department / Division, copied to the Company Secretary no later than three months before the normal retirement date.

3.4 The company will consider all requests from staff to work on beyond the normal retirement age and any decision reached will take into consideration a number of factors such as workforce planning requirements, recruitment needs and training & development needs.

3.5 Staff who have their request to work on refused will be entitled to appeal if they disagree with the decision. Any appeal will normally be heard by the next level of management.

## 4. Advertising

4.1 There will be no direct or indirect references to age in any recruitment adverts unless the requirement can be objectively justified.

## 5. Recruitment & Selection

5.1 The recruitment & selection process will be based on the skills and ability of the individual applicant and not their age. The recruitment and selection policy will reflect the need to ensure age does not form part of the recruitment & selection process.

## 6. Benefits

6.1 The company recognises that pay progression and other service-based rewards are an acknowledgement of the increasing experience and loyalty of staff. Any such rewards will be in line with the requirements of the Age Discrimination Regulations.

## 7. Performance Management

7.1 There is a recognition that age (young or old) can impact on performance. Issues such as inexperience or difficulty in quickly grasping new technologies can be as a result of age therefore performance management procedures will be monitored to ensure that disproportionate action is not being taken against any particular age group.

## 8. Training & Promotion

8.1 Training & promotion opportunities will be available to all staff and in selecting individuals for training or promotion, the criteria used will be robust enough to ensure that individuals cannot be excluded as a result of being too young or too old.

## 9. Redundancy Selection & Payments

9.1 Any redundancy selection policy used will be based on objective criteria.

## **10. Monitoring**

10.1 The company will monitor recruitment & selection, access to promotion & training and the use of procedures such as the disciplinary procedure to ensure that no particular age group is being unfairly treated on the grounds of their age.

## **11. Employer & Employee Responsibilities**

11.1 The Employer is legally required to take all possible steps to ensure that employees are not harassed on the grounds of age. If an employee is subjected to any harassment, the employee should report this to their immediate supervisor, who in turn must notify the Company Secretary.

11.2 Employees also have the same legal responsibility to ensure that they do not harass colleagues on the grounds of age. Harassment can take many forms and may include for example jokes, offensive language, gossip, offensive emails or posters.

## **12. Implementation and Responsibilities**

12.1 All employees will receive a copy of this policy as part of their Starter Handbook.