

Age discrimination, apart from in very limited circumstances, is unlawful. It will create problems and upset in your business. In many cases, employers unintentionally discriminate because they are unfamiliar with the law. Here are some key considerations for employers to reduce the chance of age discrimination happening:

- 1. Ageist remarks** are likely to be discriminatory whether or not they are meant to be insulting – it's the effect they can have that matters.
- Make sure job applicants and employees are not discriminated against because of **their age, the age they are thought to be, or the age of someone they are linked with.**
- Don't discriminate against a job applicant** because of age at any point in a recruitment process from job descriptions to job offers.
- Don't make age-based assumptions about what job applicants and employees are capable of and how they will behave. Such **stereotyping** is one of the most likely causes of age discrimination.
- Don't pressurise or bully an employee into **retiring**. And remember that generally the law doesn't have a fixed retirement age for someone to retire by.
- Base an employee's **pay, benefits and perks** on their job and skills, not age. But remember, the law allows the improvement of pay, benefits and perks for service of up to five years and, where the employer can prove the need, for more than five years' service.
- Don't assume there is more value in **training** younger staff and no or little value in training older employees.
- Treat employees consistently and fairly when assessing their **performance** and setting future goals, no matter what their age.
- Make sure **policies and practices** in the workplace don't put an employee at a disadvantage because of age. Often this is unintentional.
- The law does allow different treatment because of age in limited circumstances**, but these exceptions can be complicated to put into practice correctly. An employer would need to be fully informed about using an exception, able to prove there is a real and important requirement for using it and confident there was no other option.

Want to learn more about these areas? Download the free Acas guide
Age discrimination: key points for the workplace from:

www.acas.org.uk/agediscrimination