

## Anti-Age Discrimination Policy

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## **Preamble to the Policy**

### **Equal Opportunities**

The College shall comply with all statutory duties in respect of equal opportunities in the areas of sex, race, age, disability, sexual orientation, gender identity, religion, belief, pregnancy, maternity and paternity, marriage and civil partnership and the rehabilitation of offenders. The college shall also comply with the Human Rights Act 1998 and any subsequent enactments or modifications.

### **Sustainability**

The college will comply with all statutory duties in respect of sustainable development by seeking to improve the long-term economic, social and environmental wellbeing of people and communities. This needs to be done in ways which promote social justice, equality of opportunity and which enhance the natural and cultural environment while respecting its limits.

### **Welsh Language**

The Welsh Language Measure of 2011 ensures the equal status of the Welsh language alongside the English language. This law has created the role of a [Welsh Language Commissioner](#) and has introduced a number of Welsh Language Standards with which the College are under a statutory duty to comply. This includes conducting Welsh Language Impact Assessments for all new and revised policies.

## **1. Introduction and Statement of Intent**

Coleg y Cymoedd 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 Equality Act 2010 and the removal of the default retirement age (DRA) 2011.

Age will not be a factor in any decisions made concerning recruitment and 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 and other Equality Policies**

People may be discriminated against because of their age. Young people may experience age discrimination by being belittled, passed over for jobs or being paid poor wages just because they are young, and older people may be denied jobs or refused work because an employer believes they are too old. The College demonstrates through its Equality and Diversity policies its commitment to ensure that all staff are treated fairly. The implementation of this policy will support and strengthen this commitment.

## **3. Advertising**

There will be no direct or indirect references to age in any recruitment adverts unless the requirement can be objectively justified. The HR Department will monitor and ensure compliance.

## **4. Recruitment and Selection**

The College will not discriminate on the grounds of age in the way it recruits and selects staff. The recruitment and selection process will be based on the skills and ability of the individual applicant and not their age. All staff involved in recruitment and selection will receive training to ensure compliance. The recruitment and selection policy will reflect the need to ensure age does not form part of the recruitment and selection process.

The College will ensure that job descriptions and person specifications are drafted to ensure they are age neutral. All criteria used will be job-related.

Age related details will be separated from the application form as far as practicable. Direct age related details (such as date of birth) will be separated via the equality and diversity monitoring form.

The College will monitor age groups of candidates short-listed, interviewed and appointed.

## **5. Training and Promotion**

Training and 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. Direct or indirect references to age in Performance & Development Reviews will not be used.

## **6. Performance Management**

There is a recognition that age 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.

Training will be provided to managers involved in performance management processes to ensure all employees are treated consistently when setting and measuring objectives. Assessments will be based on employees' actual performance, unclouded by any preconceptions about their age.

## **7. Benefits**

The College recognises that incremental 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.

Pay scales will not be age related.

## **8. Redundancy Selection and Payments**

Any redundancy selection policy used will be based on objective criteria. Redundancy pay will normally be based on the statutory scheme as allowed under the Employment Equality (Age) Regulations 2006.

## **9. Monitoring**

The College will monitor recruitment and selection, access to promotion and 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. If monitoring reveals evidence of age discrimination, the College will take remedial action to redress it.

All new policies will be studied for their impact on staff equality, including their impact on workers of different age.

## **10. Dignity at Work**

The College will not tolerate any form of bullying or harassment and is committed to ensuring that employees are able to work confidently and without fear of bullying, harassment or victimisation.

Ageist abuse, harassment or bullying (e.g. name-calling, derogatory jokes, unacceptable or unwanted behaviour, and intrusive questions) can be a serious disciplinary offence, and will be dealt with under the appropriate College procedure.

Training will be provided to relevant staff in recognising and dealing with bullying, harassment and victimisation.

## **11. Retirement**

The College does not operate a compulsory retirement age for its employees. The College is committed to equal opportunities for all its employees and recognises the contributions of a diverse workforce, including the skills and experience of older employees. It believes that employees should, wherever possible, be permitted to continue working for as long as they wish to do so. The College operates a flexible retirement policy and employees may voluntarily retire at a time of their choosing.

## **12. Division of responsibilities**

12.1 Governors should be mindful that the membership of the Corporation reflects the diversity of the communities served by the College.

Governors are responsible for ensuring that:

- The College's strategic equality plan includes a commitment to age equality;
- Equalities training features as part of the College's strategic equality plan;
- They are aware of the Corporation's statutory responsibilities in relation to equality legislation as an employer.

12.2 Senior Leadership Team

- The Principal/Chief Executive and Senior Leadership Team are responsible for taking the lead in creating a positive, inclusive ethos that challenges inappropriate or discriminatory behaviour in relation to age on the part of managers, staff or learners;
- they are aware of the College's statutory duties in relation to equality and diversity legislation;
- all aspects of College policy and activity are sensitive to issues of age;

12.3 Directors/Managers are responsible for ensuring that:

- the procedures for the recruitment and promotion of staff enshrine best practice in equal opportunities;
- the College's publicity materials present appropriate positive and non-stereotypical messages about people with a diverse range of age groups;
- appropriate training and development is provided to support the appreciation and understanding of diversity in relation to age.
- they are aware of the College's statutory duties in relation to equality and diversity legislation;
- all aspects of College policy and activity are sensitive to issues of age;

12.4 Staff are responsible for ensuring that:

- they are aware of the College's statutory duties in relation to equality and diversity legislation;
- they may challenge or report inappropriate behaviour by learners, work placement providers, outside contractors or other members of staff;
- the College, and each of its individual staff whenever practicable, confront or report discrimination on the grounds of age whether intentional or unintentional, whenever it occurs.

### **13. Links to other policies**

13.1 To assist the College, the following policies exist in conjunction with the Anti Age Discrimination Policy:

- Grievance procedure
- Equality and Diversity policy
- Recruitment & Selection policy and procedure
- Redundancy
- Employee Code of conduct

13.2 All policies are reviewed for age bias, including those covering sickness absence, leave and holidays, and flexible working.

13.3 This policy will be communicated to all employees and will be updated as appropriate in the light of legislation and good practice.