

## AGE DISCRIMINATION POLICY

### 1 Introduction and Statement of Intent

- 1.1 TEi Ltd 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 and the Equality Act 2010.
- 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 TEi Ltd demonstrates through its Equality and Diversity policy its commitment to ensure that all staff is treated fairly. The implementation of this policy will support and strengthen this commitment.

### 3 Advertising

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

### 4 Recruitment & Selection

- 4.1 The recruitment & selection process will be based on the skills and ability of the individual applicant and not their age. All staff involved in recruitment & 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 & selection process.

### 5 Benefits

- 5.1 TEi Ltd 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.

### 6 Absence Management

- 6.1 The absence management process will be applied to all staff regardless of age. Monitoring of absence trends in age groups will take place to ensure that the absence management process is being fairly applied across all age groups.

### 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 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.

### 9 Redundancy Selection & Payments

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

### 10 Monitoring

- 10.1 TEi Ltd 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 Implementation and Responsibilities**

- 11.1 All Directors and line managers are responsible for familiarising themselves with this policy, ensuring that it is applied and for making their staff aware of it. Individual members of staff are also responsible for familiarising themselves with this policy.



**Alan Waddington**  
**Managing Director**  
**8<sup>th</sup> April 2016**