# Preventing Age Discrimination

This playbook provides a guide on understanding and complying with the Age Discrimination in Employment Act (ADEA). It outlines steps for employers to develop strategies to prevent age discrimination in the workplace.

### Step 1: Learn ADEA

Gain a thorough understanding of the Age Discrimination in Employment Act (ADEA), which prohibits employment discrimination against individuals 40 years of age or older.

### Step 2: Assess Practices

Conduct a comprehensive review of your company's employment practices to identify any potential areas where age discrimination could occur.

### Step 3: Educate Staff

Develop a training program for all staff members to educate them on what constitutes age discrimination and why it is unacceptable.

### Step 4: Revise Policies

Update company policies and procedures to ensure they are in compliance with the ADEA and do not perpetuate age discrimination.

### Step 5: Implement Changes

Implement the necessary changes to hiring, promotion, compensation, and termination practices to eliminate age discrimination.

### Step 6: Monitor Compliance

Regularly monitor company practices and address any issues of non-compliance or complaints of age discrimination immediately.

## General Notes

### Record-Keeping

Maintain accurate records of employment decisions to demonstrate ADEA compliance in the event of an audit or legal challenge.

### Legal Consultation

Seek legal advice when updating policies and procedures to ensure full compliance with ADEA and related legislation.