

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.