Line Manager Factsheet on Age
Understand your responsibilities; identify and challenge behaviours that support Age discrimination

- Familiarise yourself with the Equality Act 2010, the University of Warwick’s Equality and Diversity Policy and Dignity at Warwick Policy
- Get to know the issues your staff are dealing with
- Confidentiality

Are your workplace and working ethics inclusive to all?

- Equality and Diversity Training
- Demonstrate leadership
- Inform Colleagues about Staff Network Groups
- Display E&D posters on departmental notice boards
- Be aware of appropriate language

Familiarise yourself with available resources and obtain further support, advice and guidance

- Equality & Diversity Team
- E&D Webpages
- HR Adviser
- Age concern/Age UK
- Dignity Contacts
Dignity at Warwick

Familiarise yourself with the Dignity at Warwick Policy – If a member of staff feels they are being bullied or harassed they can speak to a Dignity Contact in confidence.

http://www2.warwick.ac.uk/services/equalops/dignityatwarwick/

Equality Act 2010

It is unlawful to discriminate against someone on the grounds of their Age.

Identify and challenge behaviours where Age discrimination is present.

E&D Training

Find out about the E&D training sessions; these cover all Protected Characteristics. Also complete the online E-Learning modules. Encourage all your staff to complete the online modules as a minimum.

http://www2.warwick.ac.uk/services/equalops/training

Leadership

Demonstrate leadership and be visible in your support and understanding to show that equality at work is important.

People perform better when they can be themselves.

Equality & Diversity Team

For more information please contact:

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Claire Algar, Equality & Diversity Coordinator, Ext: 22356 – C.Algar@warwick.ac.uk
Inclusivity

Ensure your department has an inclusive approach to all staff and students.

Retirement

From April 2011, employers are no longer able to issue notifications of retirement to employees on the basis of the default retirement age. The statutory retirement procedure has also been abolished. Staff can now choose when to retire rather than it be the employer’s decision.

Resources

Familiarise yourself with the resources available and refer to those when necessary for further support, advice and guidance.

Age Discrimination

Age discrimination is prejudice against someone because they are – or are perceived to be of a certain age.

e.g

- Assuming a younger member of staff cannot manage an older member of staff
- Jokes that are inappropriate based on Age
- Denying training to an older member of staff
- Refusing a promotion because of the age of the employee
Dignity at Warwick Policy - It’s important that managers are able to direct staff members to organisational policies when dealing with cases of bullying and harassment, including the various reporting routes available to them.

Challenge discrimination and inappropriate behaviour – Managers are responsible for resolving conflicts between team members and encouraging staff to work in a respectful manner. Recognise and challenge inappropriate ‘banter’ that includes the use of age phobic language, intrusive questioning and speculation about someone’s age.

Unconscious Bias – Ensure you do not unintentionally favour those who look, act and sound a certain way. These biases could cause managers to discriminate against certain groups without realising that they are doing it. Look at attending an unconscious bias training session held through LDC.

Employee Network Group – Show your support to the staff network groups by displaying posters, ensure new and existing staff are aware of this resource. Network groups can provide a safe channel for managers to seek support on various strands of E&D.

Retirement Guidelines - Ensure you are familiar with the options that may be available to employees who are considering retirement, this may include flexible working, reduced hours or phased retirement.
Workplace Dialogue – Be mindful when talking to colleagues and ensure any job adverts or descriptions are not aimed at certain age group, for example: Employers cannot include age limits in job adverts, and should avoid using words which could suggest they are looking for applicants from a particular age group – for example, by using terms such as ‘ten years’ experience’, ‘enthusiastic young people’ or ‘recent graduates’.

Recruitment - If an employer turns down an applicant for a job because they are too old or too young, this is ageism in recruitment and it is unlawful. Discrimination laws protect individuals when they apply for a job as well as while they are working.

Training – Encourage all members of staff to complete the online E-Learning modules - Diversity in the Workplace, reports can be obtained from the E&D team to monitor who has completed the modules. Ensure all members of staff who sit on interview panels have completed the Recruitment and Selection module to ensure no bias. Ensure that training/development opportunities are available to all staff regardless of their age.

Inclusive Behaviour – To maintain the momentum around equality initiatives include Equality and Diversity as a standing item on staff meeting agendas.

University Events – Where possible encourage team members to attend E&D events, the E&D network meetings. These could be communicated by email or by prominently displaying posters and adverts on departmental digital screens.