

## **AGE DISCRIMINATION POLICY**

### **1 INTRODUCTION**

- 1.1** The Royal Veterinary College (the College) is committed to the promotion of equal opportunity for all employees so that they are recruited, trained, appraised, and promoted on the basis of their merits and abilities regardless of age, sex, marriage & civil partnership, race, disability, religion or belief, gender reassignment, sexual orientation, pregnancy & maternity.
- 1.2** The aim of this policy is to prevent either direct or indirect discrimination, harassment or victimisation on grounds of age. Whilst this legislation is likely to primarily benefit older employees it is intended to cover employees of all ages and therefore will be relevant throughout the employment cycle, whatever the age of the employees involved.

### **2 RECRUITMENT AND SELECTION**

- 2.1** All recruitment and selection will be based on appointment of the best candidate for the post. Age should not be a determining factor in the process and using certain selection criteria including number of years experience should be avoided or at least clearly justified. Advertisements and job descriptions should not include any reference to age or terminology which could be construed as applying to a specific age group. For further guidance on recruiting including drawing up adverts, job descriptions and person specifications, please refer to the 'Recruitment Toolkit'.

### **3. PROMOTION AND GRADING**

- 3.1** The College is committed to ensuring that decisions over promotion and grading are made fairly and consistently and on objective grounds dependent upon the requirements of the post and the capability of the individual. A HERA Job Evaluation process forms the basis for all grading of posts within the College to ensure that grading is fair and consistent.

### **4 TRAINING**

- 4.1** The College is committed to ensuring that all staff have equal access to training and development events. Training will be based upon the needs of the individual in order to fulfil the requirements of the post. The Appraisal System used within the College for all staff provides a mechanism to identify individual training requirements.

### **5 RETIREMENT**

- 5.1** The College no longer operates a compulsory retirement age for 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.

### **6 RETIREMENT PROCESS**

- 6.1** If an employee is considering retirement, they should inform their line manager and HR in writing as far in advance as possible of their intention and, in any event, in accordance with their notice period as set out in their contract of employment.

- 6.2** HR will write to the employee, in good time, acknowledging the employee's notice to retire.
- 6.3** The employee's line manager will arrange a meeting with the employee to discuss retirement options, including the proposed retirement date, succession and handover plans and the rules of the relevant pension scheme (including any associated costs) if applicable.
- 6.4** All employees are encouraged to regularly discuss their future plans with their line managers, with, as a minimum, these discussions taking place once a year (ideally when annual appraisals are carried out). During these discussions, the line manager will discuss the employee's performance, developmental or training needs and the College's and employee's future plans and expectations in the short-, medium- and long-term.

## **7 RETIREMENT BRIEFING**

- 7.1** The College provides a pre-retirement briefing which all retiring employees are encouraged to attend. The briefing has been developed to help ensure a smooth transition from work to retirement and details can be obtained from Human Resources.

## **8 PENSIONS**

- 8.1** Employees who are members of either the USS or SAUL pension schemes are advised to contact them directly to discuss their retirement plans and the impact of such plans on their pension entitlement. Contact details for both schemes can be obtained through Human Resources.

## **9 REVIEW**

- 9.1** This Policy may be subject to review and amendment from time to time in light of changes in legislation, good practice or perceived problems of operation. All policies are subject to formal review (typically) every 24 months.