

AGE DISCRIMINATION

GENERAL QUESTIONS

Staff Profile

- 1 How many staff are employed by the Respondent? Provide a breakdown in terms of name, age, job title, grade, whether part-time or full-time and date of appointment. Provide details as at [*insert relevant date*]
- 2 How many staff are employed by the Respondent in [*insert relevant department*]? Provide a breakdown in terms of name, age, job title, grade, whether part-time or full-time, date of appointment. Provide details as at [*insert relevant date*]

Policies & Procedures

- 3 What procedures, if any, exist to assure employees that they will be protected from less favourable treatment on grounds of age?
- 4 Does the Respondent have an Equal Opportunities Policy? If so, when was this policy introduced?
- 5 Does the Respondent have a policy on less favourable treatment on grounds of age? If so, when was this policy introduced?
- 6 Please state how these policies have been communicated to staff including line managers.
- 7 Please state the disciplinary sanctions which the Respondent invokes when the policy is breached.
- 8 Please state on how many occasions the Respondent has taken disciplinary action as a consequence of a breach of the policy. Please provide the identity of the employees disciplined and the outcome of the disciplinary process.

- 9 Does the Respondent consider it has put these policies into practice in the circumstances described above, and if so, please explain how?
- 10 Please provide details, including date, content and provider of training or awareness seminars provided to staff on equal opportunities and issues relating to age discrimination.
- 11 Please state whether the employees listed below have attended staff training or awareness seminars on equal opportunities and age discrimination in the workplace [*insert names of employees*].
- 12 What, if any, other measures have been taken by the Respondent to prevent age discrimination in the workplace?
- 13 How have these measures been communicated to staff including managers?
- 14 Please state what, if any, steps have been taken to ensure that I will not be subjected to age discrimination in the future.
- 15 How have these measures been communicated to staff including managers?

Indirect Discrimination

- 16 Was the reason for my treatment the fact that I could not comply with a provision, criterion or practice which was applied equally to all persons regardless of their age? If so;
 - (i) what was the provision, criterion or practice?
 - (ii) why was it applied?

Grievance Procedure

- 17 Please state whether you received a written grievance dated [*insert date*] from me.

- 18 Please state what action you took in response to that written grievance. In particular please state:
- (i) the identity of all persons who dealt with the grievance I submitted;
 - (ii) the date of any meetings at which my grievance was discussed and provide copies of any minutes of those meetings;
 - (iii) when my grievance was responded to;
 - (iv) what, if any, action was taken as a consequence of my grievance;
 - (v) which, if any, of the Respondent's employees were subjected to disciplinary action as a consequence of my grievance and state the outcome of that action.
- 19 Did the Respondent comply with the grievance procedure? If not, please state the reason(s) for non-compliance.

Investigation of Complaint

- 20 Outline the steps taken to investigate my complaint(s) of age discrimination. In particular state:
- (i) the name of every employee spoken to;
 - (ii) the date(s) on which they were spoken to;
 - (iii) the personnel present at these meetings;
 - (iv) what each individual was told about the grievance;
 - (v) details of the questions which were put to the employees and their responses;
 - (vi) whether any witness statements were taken.
- 21 Please state the outcome of the investigation into my

complaint(s).

Disciplinary Procedure

- 22 Does the Respondent have a written disciplinary procedure? If so, when was it introduced?
- 23 What consideration if any did the Respondent give to its disciplinary procedure in respect of my complaint(s)?
- 24 Has any disciplinary action been taken as a consequence of this investigation?

DOCUMENTS

Please forward copies of the following documents with your replies to this questionnaire:

- a) my personnel file;
- b) my job description;
- c) my contract of employment;
- d) the Respondent's Equal Opportunities Policy;
- e) copies of any minutes, notes, memoranda, e-mails or other documents in the Respondent's care, possession or control relevant to my complaint.