

AGE DISCRIMINATION
RETIREMENT QUESTIONS

- 1 Does the Respondent have a retirement policy? Please state the date on which this policy was introduced.
- 2 Does the Respondent have a set or normal retirement age? Please detail the Respondent's set retirement age or any normal retirement age.
- 3 Please state the Respondent's procedure for dealing with requests by employees to continue working beyond retirement.
- 4 Was my application to continue working beyond retirement made and/or processed in accordance with the Respondent's procedure?
- 5 Why was my request to continue working beyond retirement refused?
- 6 Please state the identity, job title and age of the person(s) who made or contributed to the decision to refuse my application to continue working beyond retirement.
- 7 When was the decision taken to refuse my request to continue working beyond retirement?
- 8 Please state the criteria which are applied by the Respondent in determining applications to continue working beyond retirement.
- 9 Please state in what way I failed to meet the criteria to continue working beyond retirement.
- 10 Please provide the staff profile for the [*insert department*] stating the age, position, grade and date of appointment.

- 11 Please state the number of applications to continue working beyond retirement which have been received by the Respondent within the last three years. Please provide a breakdown of these applications by age, position, grade and date of appointment. Please state whether or not the applications were successful and reasons why.
- 12 Why was my appeal against the decision to refuse my request to continue working turned down?
- 13 Please state the identity, job title and age of the person(s) who made the decision to turn down my appeal.
- 14 Why was my request to have a colleague accompany me to the meeting(s) refused?
- 15 Please state the identity of the person(s) who made the decision to refuse my request to have a colleague accompany me.

DOCUMENTS

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

- a) Minutes and papers or other documentation relevant to any meeting or communications relating to my request to continue working beyond retirement.
- b) The Respondent's retirement policy.
- c) The Respondent's policy on requests to continue working beyond retirement.
- d) My contract of employment.
- e) My personnel file.