

ANNEX A- TRIPARTITE STANDARD ON AGE-FRIENDLY WORKPLACE PRACTICES

Purpose

1. Many older employees would want to work longer and stay productive if the workplace is conducive and inclusive. Age-friendly workplaces also help employers attract and retain these employees and tap on their wealth of experience.

Specifications

2. Age is not a selection criterion used when advertising for, shortlisting or selecting job candidates.

3. A member of the senior management is appointed to champion age-friendly workplace practices.

4. Older employees are trained to perform their jobs effectively.

5. Workplace health programmes¹ for older employees are implemented.

6. Jobs and workplaces are designed² to be age-friendly.

7. Older employees who are not at the maximum of their salary ranges and have satisfactory work performance are given annual increments, if other employees are also given annual increments.

8. Employees are engaged on re-employment issues at least 6 months prior to reaching the retirement age of 62, and for any subsequent extension of the re-employment contract. Employees are offered re-employment contracts at least 3 months before they are to be re-employed, with a duration of at least 1 year.

¹ Examples include implementing ergonomics intervention programme, briefings on choosing healthier food options, exercise programmes and regular body check-ups

² Companies may tap on the WorkPro grants for funding support or refer to the Job Redesign Toolkit to learn more about job redesign.