## Quality of Active Ageing in the Workplace: A Checklist

How do I know that active ageing is finding its way at my workplace? There is no validated tool to help you. However, we have put together a checklist including some key factors to be taken into account in the process of establishing an active ageing culture.

Read each statement and check () one of the 4 boxes to its right. Colour code follows that of a traffic light: the greener you are able to score the better.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Factors indicating good quality in active ageing in the workplace** | **Yes** | **More work required** | **No** | **Unsure** |
| **Health, safety and wellbeing issues:** | | | | |
| Workplace health promotion |  |  |  |  |
| Occupational safety |  |  |  |  |
| Adaptation of workplaces to allow individuals to continue working (e.g., geographical, temporal, functional flexible working practices) |  |  |  |  |
| Provision for people with caring responsibilities |  |  |  |  |
| Maintaining high levels of motivation throughout the occupational career |  |  |  |  |
| **Age management and diversity strategies:** | | | | |
| Age and ageing awareness through a regular scanning of age composition of the workforce |  |  |  |  |
| Dignified employment exit and transition to retirement (e.g., flexible and phased retirement provisions) |  |  |  |  |
| **Continuing training and skills development to support longer careers:** | | | | |
| Relevant training for employees to remain competitive |  |  |  |  |
| Career planning and development |  |  |  |  |
| **Prevent and confront age discrimination:** | | | | |
| Age positive (non-discriminatory) recruitment measures |  |  |  |  |
| Actions dealing with age stereotypes and negative perceptions of workers |  |  |  |  |
| Ageing workforce is recognised in workforce planning |  |  |  |  |
| Building an inclusive and age-diverse culture |  |  |  |  |
| **Transfer of experience:** | | | | |
| Effective transmission of skills between older and younger workers (e.g., mentoring, coaching, joint learning/training) |  |  |  |  |
| Succession planning |  |  |  |  |
| **Subtotals** | x 2 | x 1 | x -1 |  |
|  |  |  |  |
| **You ‘Quality of Active Ageing’ score([[1]](#footnote-1)):** |  | | | |

1. Score will be the result to add up all three subtotals (Yes, More work required, No) once each has been multiplied by its weighting factor (2, 1, -1). [↑](#footnote-ref-1)