

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				

	x 2	x 1	x -1	
Subtotals				
You 'Quality of Active Ageing' score⁽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).