

Tafep, with support from Temasek Polytechnic, has developed a framework for companies that are keen to harness the talent of older workers. It specifies best practices for hiring, managing and engaging them.

## AGE-INCLUSIVE NORMS

### HIRING



#### Fair employment

Have a fair mindset and policies that remove age from the hiring process; train those involved in hiring



#### Re-employment

Re-employ eligible employees beyond the legislated age of 65

### MANAGING



#### Job redesign

Includes reviewing job processes and responsibilities, improving workplace ergonomics



#### Performance management

Appraise older workers on their contribution; be conscious not to let age be a factor



#### Knowledge transfer

Older workers and younger workers can mentor each other



#### Training

Identify jobs of the future and provide training opportunities for them

### ENGAGING



#### Flexible work arrangements

Can include telecommuting, flexible schedules, part-time work and job sharing



#### Health

Support for better health management



#### Relationships and networks

Mixed age teams can combat stereotyping; encourage effective and deliberate communication