



招聘廣告

除非有關職位或工作確實需要年齡規定，否則我們建議僱主：

- (i) 應以劃一甄選準則和中立的措辭刊登招聘廣告，吸引不同年齡的合適人士應徵，並確保不會有任何年齡組別的人士獲得優待。僱主應在面試階段才要求僱員提供相片，避免給人有意識歧視的印象。此外，僱主可考慮是否需保留應徵表格上“出生日期”這一欄；
- (ii) 招聘廣告應避免指明應徵者須介乎某個年齡、最少或不得超過某個歲數；
- (iii) 如有關職位空缺是透過晉升或調職填補，並邀請現職員工申請，僱主應向所有合資格僱員公佈詳情，以便所有年齡組別的人員都有機會申請。

職業介紹機構和職業轉介服務

我們建議使用職業介紹機構和職業轉介服務的僱主，除非有關職位或工作確實需要年齡規定，否則應向職業介紹機構申明，合資格的人士不論年齡都可申請這些職位空缺，以便清楚表明歡迎不同年齡人士應徵。我們鼓勵職業介紹機構及其它提供職業轉介服務的人士，依循這項原則和《指引》建議的其他原則及良好處事方法，為僱主招聘員工。

ADVERTISING

We recommend that, unless age is a genuine job or occupational requirement, employers should:

- (i) advertise for jobs based on consistent selection criteria, and in neutral terms, so as to encourage applications from suitable candidates of all ages, and to ensure that no one age group will be treated more favourably than another. Requests for photographs should not be made until the interview stage, as otherwise this may give the impression of discrimination on the ground of age. Consideration could also be given to reviewing the need for the item "Date of birth" on an application form;
- (ii) avoid specifying an age range or an upper or lower age limit when placing advertisements for employment;
- (iii) where vacancies are to be filled by promotion or transfer and where applications are invited from the employees, publish the information to all eligible employees so that there is no restriction on applications from different age groups.

EMPLOYMENT AGENCIES AND SERVICES

Unless age is a genuine job or occupational requirement, we recommend that employers using such services should specify that the vacancies are open to suitable qualified persons of any age, thus helping to send out a clear message that applicants of all ages are welcome. Employment agencies and other providers of employment services are also encouraged to follow this and other principles and good practices recommended in these Guidelines.