

1. 引言 INTRODUCTION P.1

甚麼是就業方面的年齡歧視？ What is meant by age discrimination in employment?

2. 消除就業方面的年齡歧視 ELIMINATING AGE DISCRIMINATION IN EMPLOYMENT P.3

劃一甄選準則 Consistent selection criteria

工作或職業確實需要年齡規定的例外情形
Exceptions where age may be a genuine job or occupational requirement

3. 招聘 RECRUITMENT P.5

僱用條款和條件、福利、設施及服務
Terms and conditions of employment, benefits, facilities and services

招聘廣告 Advertising

職業介紹機構和職業轉介服務 Employment agencies and services

初步甄選 Shortlisting

面試 Interviewing

甄選試 Selection tests

4. 消除在工作場所中的年齡歧視 ELIMINATING AGE DISCRIMINATION IN WORKPLACE P.9

評核、晉升、調職和培訓 Appraisal, promotion, transfer and training

解僱、裁員及不公平待遇 Dismissal, redundancies and unfair treatment

退休 Retirement

申訴及有關程序 Grievance and related procedures

平等就業機會政策 Equal employment opportunities policy

僱員的角色 The employees' role

監察政策 Monitoring the policy

5. 最佳範例 EXAMPLES OF BEST PRACTICES P.15

6. 查詢 ENQUIRIES P.16

