Policies & People & Procedures Checklist

- Learn to consciously recognize ageist behavior when you see it — or when you do it.
  
  *Try this:* If you replace the concept of age with gender or race, does it feel appropriate? Probably not!

- Hold yourselves and your teammates accountable for dismantling systems of discrimination together.

- Agree to address it.
  
  *If you hear or see something ageist, consider kindly pointing it out.*

- Assume good intent.
  
  - *Give the benefit of the doubt — the person may not realize what they were saying.*
  
  - *If someone calls you into a conversation, try not to get defensive — listen and learn in order to grow and improve.*

- Provide ongoing opportunities for all ages to learn.
  
  *Make it meaningful and engaging - not a check-the-box! (Checking this box is cool, though.)*
Age-Inclusive Mindset Checklist

- Increase consistent inter-age contact across the organization.
  - Fostering interaction between people of different ages reduces intergroup prejudices and stereotypes in all directions.
  - Intentionally pair workers of different ages together who may not have otherwise have the opportunity to team up.
    - Watch out: When left to our own devices, humans tend to gravitate to folks like us — bias is tough to shake!

- Encourage mentorship across the age spectrum.
  - Pairing mentors and mentees with a gap of 15 years or more provides the most benefit.
  - Remember, it’s not a one-way street — people of different ages mentor and learn from each other.

- Create age-inclusive Employee and Business Resource Groups (ERGs & BRGs) with the goal of supporting all employees.
  - Provide a budget and allow participants to choose programming and efforts to foster age-inclusive mindsets and actions.
    - Think activities, talks, volunteer opportunities, training, etc.