



EMPLOYER CHECKLIST TO PROMOTE YOUTH EMPLOYMENT AND YOUNG WORKER RETENTION ACROSS SUPPLY CHAINS

OUTREACH, RECRUITMENT, AND ACCESS TO DECENT JOB OPPORTUNITIES

- Map youth employment characteristics within your supply chain and set measurable targets for youth recruitment and retention.
- Partner with training institutions to provide streamlined entry-level roles, quality internships, and apprenticeships.
- Use youth-friendly communication channels for job postings to ensure effective outreach.
- Allocate dedicated HR personnel and resources for youth outreach, recruitment, support, and career development.
- Implement inclusive recruitment and hiring practices targeting young people, including those from underrepresented groups.
- Provide young workers with a legally binding employment contract that is clear and fully understood.

LEARNING AND CAREER DEVELOPMENT

- Partner with training institutions and trade unions to deliver tailored and structured onboarding, learning, and career development programmes.
- Establish clear and transparent career progression pathways for young workers.
- Assign mentors or supervisors to support young employees.
- Provide digital skills and climate adaptation training programmes.

SAFETY AND WELLBEING

- Conduct risk assessments that consider the specific needs of young workers, apprentices, and trainees.
- Deliver mandatory health and safety training tailored for all young workers, including those with particular needs or first-time work experience.
- Integrate mental health resources and strategies into health and safety protocols, ensuring accessibility for young workers.
- Include young worker representation in workplace health and safety committees.

EQUALITY AND INCLUSION

- Implement anti-discrimination and anti-harassment policies that address the needs of young workers.
- Provide confidential, clear, and safe grievance mechanisms accessible to young workers, enabling them to report harassment or workplace issues without fear of reprisal.
- Enforce gender equality measures, including equal pay and maternity leave, for young workers.

MONITORING AND REPORTING

- Conduct labour impact assessments that include youth employment indicators (e.g., youth hires, training participation, involvement in decision-making).
- Publish annual reports on youth employment and retention metrics.





INDICATORS FOR MONITORING AND REPORTING YOUTH EMPLOYMENT AND DECENT WORK

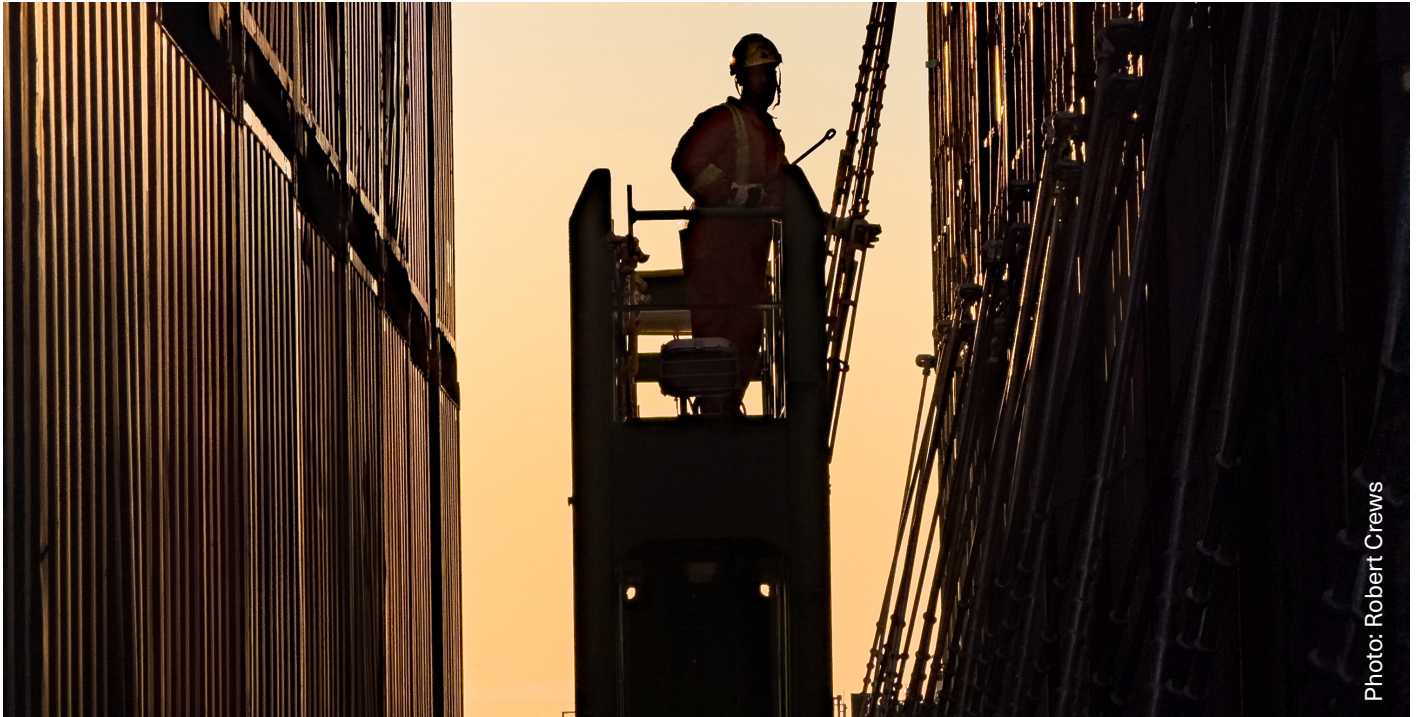


Photo: Robert Crews

RECRUITMENT

- % of total workforce under 35 years old.
- % of entry-level positions filled by young workers.
- % of young hires from underrepresented groups.

RETENTION

- Average tenure of young workers (under 35).
- % of young workers promoted within two years.
- % of young workers accessing training programmes.

SAFETY AND WELLBEING

- % of young workers completing health and safety training.
- Number of reported grievances by young workers resolved.

EQUALITY AND INCLUSION

- Gender ratio among young workers.
- % of young workers from underrepresented groups.
- % of young workers participating in decision-making committees.

DEVELOPMENT

- % of young workers enrolled in upskilling programmes.
- % of young workers with defined career progression plans.

For full guidance on ITF principles and standards to advance youth employment, decent work and job security across supply chains, read the ITF's Youth Employment and Decent Work for Young Transport Workers in Supply Chains policy.