### **Introduction**

The TTC requires all its Signatory organisations to submit data annually in order for us to publish our Annual Diversity in Tech Report. This document contains the following information to help you with data submission:

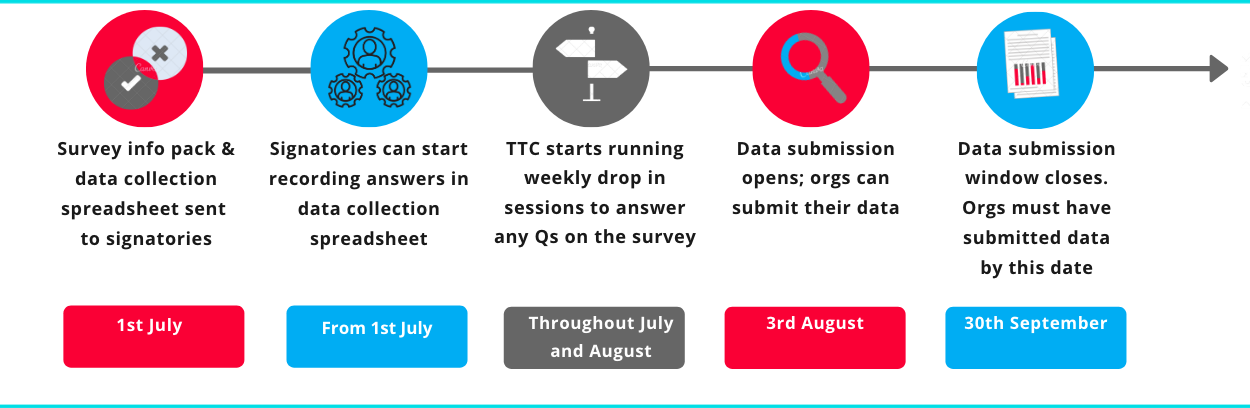
1. [Why do we require your organisation's data?](#poq5p42c8h0a)
2. [Timeline for submission of data](#xbnr3qjtoj6v)
3. [How to submit your data](#rbkj5yxcunn3)
4. [Available support for data questions](#cyaib5y50uyd)
5. [Data Collection Tool (a spreadsheet)](#hvczvs37jvmr)
6. [Advance copy of the survey questions and guidance notes](#rn0ilcvnybs7)
7. [Survey FAQs](#bziqojm2any1)

### **W****hy do we require your organisation's data?**

Your **anonymous** and **aggregated** data enables us to provide a unique lens on diversity and inclusion in tech in the UK. Our report enables your organisation to benchmark your progress against others and understand what others are doing to drive progress.

This is our [2019 Diversity in Tech Report](https://cdn2.hubspot.net/hubfs/3418747/12754_TTC_Report-2019_AWK.pdf?utm_campaign=2020%252520Data%252520Gathering%252520Process&utm_source=hs_email&utm_medium=email&_hsenc=p2ANqtz-8h2yzS2hQRdBRPoLm4360UphgN5NSl-pQlifpUTJgJcCVKwPq_5tVITzxH5VSsx_zTtsaa).

### **T****imeline for submission of data**

****

**The data collection window will open on Monday 3rd August and the deadline for submitting data is 30th September 2020.**

### **H****ow to submit your data**

‘Submitting your data’ means inputting your organisation’s data into a Typeform survey online, which must be completed in one sitting. The survey link will be sent to you on 3rd August. The last day you will be able to submit data into the Typeform is 30th September. The data collection window is the period of time from 3rd August to 30th September.

At the beginning of July, before the data collection window begins, the TTC Principal and Data contact at your organisation will receive details of the survey questions as well as guidance on how to fill out the survey. **You will also receive a** [spreadsheet](https://f.hubspotusercontent40.net/hubfs/3418747/Data%20Collection%202020/Data%20Collection%20Tool%20-%20TTC%20Inclusion%20&%20Diversity%20Survey%202020%20.xlsx) (click to automatically download) **which we encourage you to use to record answers to the survey before submitting them in the Typeform.** We send this to you before the data collection window opens so you can gather your data in advance and can do this in multiple sittings. If you collect all your answers and have them ready before you start filling out the Typeform, you will find it easier to make your Typeform submission, which must be done in one sitting, once the data submission

window opens.

We will send your Principal and Data contacts email reminders to submit your data before and during the data submission period.

### **A****vailable support for data questions**

Please refer to our [Survey FAQs](#bziqojm2any1) where you will find answers to questions we’ve received in the past.

We will hold regular Q&A drop-in sessions for any other questions you may have. These sessions will be hosted on Zoom and you can sign up through our [Eventbrite](https://www.eventbrite.co.uk/o/tech-talent-charter-10848636568) page.

Or, alternatively, please contact the Tech Talent Charter via [email](mailto:mapping@techtalentcharter.co.uk) ([mapping@techtalentcharter.co.uk](mailto:mapping@techtalentcharter.co.uk)) at any time if you have any questions.

### **D****ata Collection Tool (a spreadsheet)**

TTC has created a [spreadsheet](https://f.hubspotusercontent40.net/hubfs/3418747/Data%20Collection%202020/Data%20Collection%20Tool%20-%20TTC%20Inclusion%20&%20Diversity%20Survey%202020%20.xlsx) (click to automatically download) to help Signatories collect their information more easily and over multiple sittings. Please note: **the Typeform through which you submit your data requires you to input your data in one sitting and you cannot save your progress and return to finish later**. So, the data collection tool (spreadsheet) will enable you to collect your responses ahead of time. The spreadsheet also contains calculations to help you check your numbers add up correctly where relevant.

#### The spreadsheet is linked above. **Please download a copy of the spreadsheet so you have your own private copy.** **DO NOT SEND THE TTC YOUR SPREADSHEET**. Please save it within your organisation for record keeping. The only way to submit data to TTC is via the Typeform, which will be open throughout August and September.

### **A****dvance copy of the survey questions and guidance notes**

The survey questions are in the following sections with a couple/handful or questions in each:

* Gender diversity (mandatory)
* Ethnic diversity (optional)
* Tech skills training (optional)
* Candidate diversity in recruitment (optional)
* The effects of Black Lives Matter protests and COVID-19 (optional)
* Gender diversity by technical role type (optional)
* Gender pay gap (optional)
* Inclusion culture (optional)

We urge all Signatories to complete as many questions as possible. Below is a copy of the survey that you will need to fill out. With each question we have provided some additional information which may help you answer the questions. **We strongly recommend that you firstly record your answers to the survey questions using the** [data collection tool](https://docs.google.com/spreadsheets/d/1bAeQWaMUV8o8Aw3ovWTw13-i30rlYfhd4_otBucO9RQ/edit%2523gid=0) **provided**. The questions are written in ***bold italics*** with accompanying notes in normal text. An asterisk [“**\***”] indicates a question that is mandatory. All other questions are optional. You must submit answers to all the mandatory questions in order to remain a Signatory. We encourage you to also provide as many answers to the optional questions as possible.

**Mandatory Questions**

1. ***What is your organisation's name?\**** Make sure the organisation name you provide in this field matches the name of the Signatory organisation signed up to the TTC. This is a list of [current Signatory organisations](https://f.hubspotusercontent40.net/hubfs/3418747/Signatory%252520List/Tech%252520Talent%252520Charter%252520Signatories%25252024%252520June%2525202020.xlsx). We use this to track who has completed the survey so we don’t send you reminders once you have submitted your data. Once you submit your survey response, your organisation’s name will be removed from your submission so your response will become anonymous.
2. ***What is the email address for your organisation's Tech Talent Charter Principal or Data contact?\**** We ask this question so we can send you a copy of your responses for your records. We also use this to track who has completed the survey so we don’t send you reminders once you have submitted your data. Once you submit your survey response, the email address will be removed from your submission so your response will become anonymous. If you’re not sure who your Principal or Data contact is, you can [contact us](mailto:mapping@techtalentcharter.co.uk) to ask.
3. ***Which industry does your organisation operate in?\**** When you start typing your answer into the Typeform field, a dropdown list will appear and filter to a more condensed list to make it easier for you to select your option. To ensure you select the most relevant option please [review the whole list](https://docs.google.com/spreadsheets/d/14buLo1mzLrIpHsYll67Na0FR1cKNxghCXXAPm5E0VIw/edit?usp=sharing) via the link before answering.
4. ***We're now going to ask for the number of jobs at your organisation and the breakdown of employees by gender:***
   1. ***What's the total number of UK-based jobs at your organisation?\****
   2. ***How many of these jobs are held by Men?\****
   3. ***How many of these jobs are held by Women?\****
   4. ***How many of these jobs are held by people who are Non Binary?***
   5. ***How many of these jobs are held by people who are an Other gender?***
   6. ***How many of these jobs are held by people who prefer not to disclose their gender?***

All parts of this question refer to all jobs, not just technical jobs. Please make sure you give the actual numbers for each answer, not a percentage. Please give your figures for the current date. For parts D - F: If you don't measure these gender options, you can leave the answer field blank and scroll to the next question. If you do measure these gender options but nobody identified as such, please write "0" in the answer field. Parts A-C are mandatory fields, and where possible we expect any organisations that measure other genders to answer parts D - F. For details on the term “non binary” please see this link to [Stonewall](https://www.stonewall.org.uk/about-us/blog/10-ways-step-ally-non-binary-people). Please answer based on the date you are filling out the survey. For all organisations this will be between 1st August and 30th September 2020. Where possible we would encourage organisations to provide the data that is accurate as close as possible to the date at which you submit your data in the data collection window.

1. ***Do you outsource any technical roles within your organisation?\**** This is a multiple choice question. In the context of our survey any reference to “technical” roles refers to those which require digital technology skills. Although a person might be referred to as a technical specialist in their field due to their specialised knowledge of that area, if the use of “technical” in that context does not relate to digital and technology focused skills, please do not include them in this category. If you are unsure of what counts as a technical role, please refer to this government [guidance](https://www.gov.uk/government/collections/digital-data-and-technology-profession-capability-framework) for further examples. When considering the term “outsourced” this question refers to any technical productivity which is delivered by people who are not within your organisation. It includes for example contractors/subcontractors who work within your team, offshore teams and consultants provided by other organisations. Your answer options are:

* Yes all technical roles are outsourced
* Yes some of our technical roles are outsourced
* No, none of our technical roles are outsourced

If you select “No, none of our technical roles are outsourced” the Typeform will skip question 6 and move you straight to question 7.

1. ***We're now going to ask for the numbers of technical jobs at your organisation and the breakdown of employees by gender. Please answer in absolute numbers, not a percentage:***
   1. ***What's the total number UK-based technical jobs at your organisation?\****
   2. ***How many of these technical jobs are held by Men?\****
   3. ***How many of these technical jobs are held by Women?\****
   4. ***How many of these technical jobs are held by people who are Non Binary?***
   5. ***How many of these technical jobs are held by people who are an Other gender?***
   6. ***How many of these technical jobs are held by people who prefer not to disclose their gender?***

All parts of this question refer to technical jobs only. Please make sure you give the actual numbers for each answer, not a percentage. For parts D - F: If you don't measure these gender options, you can leave the answer field blank and scroll to the next question. If you do measure these gender options but nobody identified as such, please write "0" in the answer field. Parts A-C are mandatory fields, and where possible we expect any organisations that measure other genders to answer parts D - F.

Technical jobs can include roles in Engineering, UX & Design, Data, QA & Test, Product & Delivery and IT Operations. You can refer to this [government guidance](https://www.gov.uk/government/collections/digital-data-and-technology-profession-capability-framework) for additional advice on what is considered a technical job.

1. ***Which of the following characteristics do you track using a self-identification survey completed by individuals?\**** This question is multiple choice. We have included Age in this list and understand that organisations may have date of birth and therefore age information as a result of compliance checks for employment in the UK rather than through a self-identification survey. In this instance you can still select Age as something you track if it was obtained as part of compliance. Please select all options that apply. Your answer options are:

* Gender
* Orientation
* Disability
* Ethnicity
* Socio-economic background
* Age
* Neurodiversity
* We don't track any employee characteristics
* We track employee characteristics but we don't use a self-identification survey completed by the individual
* Another characteristic(s) not listed above

1. ***Please tell us what other characteristics you measure in your organisation that was not in the list above.*** You can skip this question if it's not relevant to your answers by scrolling down.

**This is the end of the mandatory questions. Once you have answered them, you can scroll to the end of the survey and click the** “**submit” button to send your responses.**

**However, we request you continue working through as many of the remaining optional questions as possible. Every additional question you respond to enriches the data we can provide back to you in our Diversity in Tech Report. Optional questions cover topics including ethnic diversity and the effect of COVID-19 on inclusion and diversity (I&D).**

#### **Optional Questions**

1. ***This section asks for the breakdown of technical jobs at your organisation by ethnicity. Please answer in absolute numbers, not a percentage. How many of the total number of UK-based technical jobs are held by people who are:***

You can refer to this government guidance for additional advice on what is considered a [technical](https://www.gov.uk/government/collections/digital-data-and-technology-profession-capability-framework) job and this guidance for more detail on [ethnic groups](https://www.ethnicity-facts-figures.service.gov.uk/style-guide/ethnic-groups).

* 1. ***White***
  2. ***Mixed or multiple ethnic groups***
  3. ***Asian or Asian British***
  4. ***Black, African, Caribbean or Black British***
  5. ***Any other ethnicity***
  6. ***Prefer not to disclose their ethnicity***

1. ***Which underrepresented groups receive specific attention and resources in your organisation by diversity characteristic?*** This question asks about your organisation as a whole, not just your technical teams. You can select multiple options but please only do so if multiple categories receive equal levels of investment at your organisation. When answering this question consider the amount of money, time or visibility invested in programmes or interventions targeted at underrepresented groups at your organisation. Next to each selection below we have given an example of people that are underrepresented in each category; this is to provide guidance but is not exclusive.
   1. ***The most resources go toward improving inclusion and diversity in relation to:***

* Gender (e.g. women, non binary)
* Ethnicity (e.g. Black employees)
* Orientation (e.g. LGBT)
* Disability
* Socio-economic background (e.g. received state education & free school meals)
* Age (e.g.older workers or young adults)
* Neurodiversity
* Something else that's not on this list
  1. ***If you selected "Something else that's not listed" what was it?*** You can skip this question if it's not relevant to your answers by scrolling down.

1. ***This next section asks what skills and training interventions your organisation offers to improve inclusion and diversity in technical roles.*** Select all that apply. You can include any interventions run internally by your own organisation as well as any provided by a third party provided your organisation is resourcing or funding it in some way. In this context, tech training refers to skills which would be uniquely required for completing a technical role as defined in these government [descriptions](https://www.gov.uk/government/collections/digital-data-and-technology-profession-capability-framework). So for example, Microsoft Excel may be counted as technical training if for instance the training was advanced and targeted around undertaking the tasks for a data analysis role. However, if a person in an administrative role received basic Excel training, not targeted around being able to undertake a technical role, this would not be included. Examples of training that would be included in this question are: any coding languages, use of technical frameworks and syntax (e.g. BDD, TDD, Testing frameworks), IT/tech protocols and cycles (e.g. Agile).
   1. ***We offer:***

* Tech training/retraining for existing employees
* Tech training/retraining for external hires
* Tech returner programmes (for those who have had a break from a tech career)
* Apprenticeships in tech
* Graduate schemes in tech or with tech rotations
* Coaching for those in or seeking tech roles
* Mentoring for those in or seeking tech roles
* Something else that is not on this list
* We don't have any skills or training interventions designed to improve Inclusion and diversity in tech roles
* We plan to increase our offering of interventions like these in 2021
  1. ***If you selected "Something else that's not listed" what was it?*** You can skip this question if it's not relevant to your answers by scrolling down.

1. ***If you did offer training, how many people have you supported with tech skills development or training during the last 12 months?*** You can skip this question group if it's not relevant to your answers by scrolling down or clicking 'continue'.
   1. ***How many people in total have received tech skills training at your organisation?***
   2. ***How many Women, non binary or people of any other underrepresented genders have received tech skills training at your organisation?***
   3. ***How many people from ethnic minority backgrounds have received tech skills training at your organisation?***

This next section asks about gender diversity during the recruitment process for technical roles. If you are a Staffing or Recruiting business, please fill out the questions based on candidates supplied to your clients rather than your own business. If your recruitment is done by internal recruiters, you can also answer these questions and you will be asked to indicate which situation applies to your organisation in the next question.

1. ***We'd like to be able to segment the following data by whether or not you are a Staffing & Recruiting organisation that sources candidates for technical roles. Do you provide recruitment services for technical roles to other organisations or is recruitment at your organisation for internal technical roles only?*** If you provide recruitment services, please answer the upcoming questions about placements made for your clients rather than at your own organisation and select the first option when answering this question. If you cannot answer for client placements but can answer for your internal recruitment in the next questions, please select the second option.

* Yes we are a Staffing / Recruiting business that sources technical candidates for other organisations and we will answer the next questions about our client placements.
* No, our answers to the next questions will reflect internal recruitment at our own organisation.

1. ***Do you track the gender diversity of candidates for technical roles?*** This refers to people who were put forward for interviews in the recruitment process for technical roles, irrespective of whether or not they ended up in the role.

* Yes
* No

1. ***How many technical job openings did your organisation have in the period 01/08/19 - 31/07/20?***
2. ***Of the technical job openings in this period, how many had women, non binary or other gender minorities shortlisted to interview stage?*** If you are answering as a recruitment service provider, please provide data on your client work rather than your internal numbers. This means that if you recruited candidates and presented an interview shortlist to your client, you should provide data on your shortlist, even if your client chose not to progress all of your shortlist.
3. ***How many unique candidates shortlisted to interview for technical roles in the period 01/08/19 - 31/07/20 were men?*** If you are answering as a recruitment service provider, please provide data on your client work rather than your internal numbers.
4. ***How many unique candidates shortlisted to interview for technical roles in the period 01/08/19 - 31/07/20 were women, non binary or other gender minorities?*** If you are answering as a recruitment service provider, please provide data on your client work rather than your internal numbers.
5. ***How many candidates for senior technical roles were men?*** If you are answering as a recruitment service provider, please provide data on your client work rather than your internal numbers. We recognise organisations will define a “senior” role slightly differently. Examples of what might be included in this category are technical roles targeted at people who are experienced or highly skilled in their technical discipline. They have tacit knowledge of how their technical discipline operates in business contexts. They may be more likely to be expected to review others’ work. They would be expected to sit towards the top end of the pay scale relative to others working in the same discipline area. They may or may not include certain technical leadership positions. You do not need to include mid-level technical roles in this category.
6. ***How many candidates for senior technical roles were women, non binary or any other gender minority?*** If you are answering as a recruitment service provider, please provide data on your client work rather than your internal numbers. See note for Q 18 above regarding defining a “senior” role.
7. ***How many candidates for junior technical roles were men?*** If you are answering as a recruitment service provider, please provide data on your client work rather than your internal numbers. We recognise organisations will define a “junior” role slightly differently. Examples of what might be included in this category are technical roles targeted at people who are new to or recently started working in their technical discipline, such as graduates or apprentices. Junior level role holders would be less likely to be a single technical person in their area of expertise and more likely to work in a team with more experienced technical professionals. Junior roles might include a higher expectation of learning as part of the job. They would be expected to sit towards the lower end of the pay scale relative to others working in the same discipline area. You do not need to include mid-level technical roles in this category.
8. ***How many candidates for junior technical roles were women, non binary or any other gender minority?*** If you are answering as a recruitment service provider, please provide data on your client work rather than your internal numbers. See note for Q 20 above regarding defining a “junior” role.
9. ***How many technical placements did you make in the period 01/08/19 - 31/07/20 to organisations other than your own?*** If you are answering as a recruitment service provider, please provide data on your client work rather than your internal numbers.
10. ***How many men were placed in technical roles in the period 01/08/19 - 31/07/20 to organisations other than your own?*** If you are answering as a recruitment service provider, please provide data on your client work rather than your internal numbers.
11. ***How many women, non binary or other gender minorities were placed in technical roles in the period 01/08/19 - 31/07/20 to organisations other than your own?*** If you are answering as a recruitment service provider, please provide data on your client work rather than your internal numbers.
12. ***How does your organisation work to deliver a diverse range of candidates to your external clients or to the rest of your business?*** Describe what you do to achieve this. We would like to share positive highlights in our report and credit organisations who reported them. If you are happy to be contacted about your response to this question, please include your organisation’s name in your answer. All your other answers will still remain totally anonymised and you will be contacted for permission before your response is used in the report. If you don't want your response to be attributed to you, just answer without referencing your organisation’s name.

The next section is 4 open text questions. We want to celebrate organisations that are achieving I&D successes so these questions invite you to showcase your organisation's work. Remember you can skip questions or scroll to the end to submit your answers if you decide you need to finish at any point. However, we encourage you to complete the next section if possible.

1. ***Are there any interventions you took as a result of the COVID-19 pandemic that affected I&D at your organisation? Are these interventions going to be removed or maintained once the pandemic is over?***
2. ***Are there any interventions you took as a result of the Black Lives Matter protests that affected I&D at your organisation?***
3. ***What I&D strategies have you used in the last 12 months that have improved diversity in technical roles at your organisation?*** We would like to share positive highlights in our report and credit organisations who reported them. If you are happy to be contacted about your response to this question, please put your organisation name in your answer. The rest of your data will still remain totally anonymised.
4. ***What I&D strategies have you tried that have not worked, particularly with reference to technical roles at your organisation? What were the reasons?*** Your response to this question will be anonymised, even if you elected to identify your organisation in the question prior.

We're now going to ask you about the gender diversity in technical roles broken down by 6 technical disciplines. There are 6 questions in this section. For advice on which roles fall under each technical discipline, please refer to this government [guidance](https://www.gov.uk/government/collections/digital-data-and-technology-profession-capability-framework).

1. ***Data roles:***
   1. ***How many are held by men?***
   2. ***How many are held by women, non binary and all other gender minorities?***
2. ***IT Operations roles:***
   1. ***How many are held by men?***
   2. ***How many are held by women, non binary and all other gender minorities?***
3. ***Product & Delivery roles:***
   1. ***How many are held by men?***
   2. ***How many are held by women, non binary and all other gender minorities?***
4. ***QA & Testing roles:***
   1. ***How many are held by men?***
   2. ***How many are held by women, non binary and all other gender minorities?***
5. ***Technical roles:***

The government guidance classifies software engineer, developer and software architecture roles (amongst others) in a group called “Technical” roles. This question refers to jobs in that family. Please refer to this [guidance](https://www.gov.uk/government/collections/digital-data-and-technology-profession-capability-framework) for further clarification on which roles are included in this question.

* 1. ***How many are held by men?***
  2. ***How many are held by women, non binary and all other gender minorities?***

1. ***UX & Design roles:***

This question refers to user-centered design roles including (amongst others) technical writers, content strategists, graphic designers and user researchers. Please review this [guidance](https://www.gov.uk/government/collections/digital-data-and-technology-profession-capability-framework) for more detail on which roles are included in this question.

* 1. ***How many are held by men?***
  2. ***How many are held by women, non binary and all other gender minorities?***

This is the penultimate section and it has 5 questions on the Gender Pay Gap. They mirror the government's gender pay gap questions.We encourage you to fill out this section particularly given that the government is not enforcing gender pay gap reporting this year. If you would like advice on how to calculate these figures, you can refer to this [government gender pay gap guidance](https://www.gov.uk/guidance/gender-pay-gap-reporting-make-your-calculations%2523bonus-pay-figures-you-must-calculate) and this guidance from [ACAS](https://archive.acas.org.uk/media/4764/Managing-gender-pay-reporting/pdf/Managing_gender_pay_reporting_07.02.19.pdf).

1. ***For the technical roles at your company, please supply the following figures for one of these snapshot dates: 5 April 2020 for businesses and charities or 31 March 2020 for public sector organisations.*** Please note that all the gender pay gap questions are specifically asking about the gender pay gap in technical roles.
   1. ***Mean gender pay gap*** as a percentage of men’s pay - see guidance linked above
   2. ***Median gender pay gap*** as a percentage of men’s pay - see guidance linked above
   3. ***Number of technical roles that received a bonus*** in absolute numbers, not a percentage.
   4. ***Mean bonus gender pay gap*** as a percentage of men’s pay - see guidance linked above
   5. ***Median bonus gender pay gap*** as a percentage of men’s pay - see guidance linked above
   6. ***Number of women, non binary and all other gender minorities in technical roles receiving a bonus*** in absolute numbers, not a percentage.
2. ***What is the gender split in the lowest pay quartile for technical role holders?***
3. ***What is the gender split in the lower-middle pay quartile for technical role holders?***
4. ***What is the gender split in the upper-middle pay quartile for technical role holders?***
5. ***What is the gender split in the upper pay quartile for technical role holders?***

Questions 29-32 are asking for the gender split of employees whose earnings put them in each pay quartile of technical role holders. You will be asked to provide the proportion of people who are:

* 1. ***Men*** as a percentage of the total people in each quartile.
  2. ***Women, non binary and all other gender minorities*** as a percentage of the total people in each quartile.

Please note that you should include bonus calculations when determining who sits in each pay quartile. There is more detail on how to calculate this figure in this [government guidance](https://www.gov.uk/guidance/gender-pay-gap-reporting-make-your-calculations%2523bonus-pay-figures-you-must-calculate) and [ACAS](https://archive.acas.org.uk/media/4764/Managing-gender-pay-reporting/pdf/Managing_gender_pay_reporting_07.02.19.pdf) guidance. Please give your answer as a percentage.

This final section asks about **inclusive culture** for **technical** roles/teams at your organisation. It's multiple choice. Do you use the following I&D practices at your organisation in relation to **technical** roles? For each practice your answer options are: “Yes”, “Sometimes/partially”, “No” or “No, but we plan to in the next 12 months”.

1. ***Do you use the following I&D practices at your organisation in relation to technical roles?***
   1. ***Leaders and/or managers have I&D objectives/KPIs in their performance measures.***
   2. ***People belonging to minority groups are represented at all levels of leadership.***
   3. ***Interviewers/assessors complete unconscious bias training.***
   4. ***Interviewers/assessors for hiring decisions comprise diverse individuals who belong to various minority groups.***
   5. ***A flexible working policy where employees can secure flexible working arrangements.***
   6. ***A policy and safe process for employees to call out bias / unacceptable behaviour.***
   7. ***Training and development opportunities to enable employees to move into technical roles.***
   8. ***Transparent processes for pay, promotion, bonuses and reward.***
   9. ***Enhanced extended leave policies including parental leave, sabbaticals, carer and sickness leave.***
   10. ***Enabling and advertising part-time working.***
   11. ***If you answered "Sometimes" to any of the above, please give details.***
   12. ***Do you use any other practices not mentioned above which are designed to build and sustain a culture of inclusion at your organisation?***
2. ***We are going to ask whether you measure diversity in a range of different business contexts***. ***Do you measure employees***’***...***
   1. ***Pay***
   2. ***Bonuses***
   3. ***Retention***
   4. ***Job satisfaction***
   5. ***Promotions***
   6. ***Seniority level***

***… broken down by diversity characteristics?***

* 1. ***If you selected "Something else that's not on this list" in any of the questions above, what was the other category you measured which was not on the list, and what was the business context you measured it for (i.e. Seniority level, Remuneration, Promotion etc)?***

This question group is multiple choice. All questions in this group, with the exception of part G, have the same answer options. Please select all that apply. This question applies to employees in all roles not just tech roles. The options you can select are:

* Gender
* Ethnicity
* Orientation
* Disability
* Socio-economic background
* Age
* Neurodiversity
* Something else that's not on this list
* We do not measure this by diversity characteristic
* This question isn't relevant at my organisation

We have provided a “This question isn't relevant at my organisation” option to each question because we recognise that certain features will not exist at some organisations. For example, some companies may not offer any bonuses and therefore the question about bonuses will not apply to them. However, you should only select this option if the feature in question does not exist at all at your organisation.

You've reached the end of the survey. Thanks so much for your answers, we appreciate every one of them as they will help us accurately report on the state of inclusion & diversity in tech and provide actionable advice for the future. Now you can just hit the **Submit** button. Once you do, you'll automatically be emailed a copy of your responses to keep for your records and your organisation’s submission will be complete. **IMPORTANT: please retain a copy of your responses and store these centrally for reference in 2021.**

### **S****urvey FAQs**

##### ***“My organisation has 0 employees. Do I still need to fill out the survey?”***

Yes please. Please answer all the mandatory questions and as many optional questions as possible. You can skip those optional questions which are not relevant to your organisation’s circumstances.

##### ***“Typeform seems to be stuck on one question screen and I can’t see how to progress”***

There are several ways to move through the Typeform. If your progress seems to be stuck try the following:

* Scroll down with your mouse or trackpad. This should take you to the next question.
* Press your ‘Enter’/ ‘Return’ key which should take you to the next question.
* Use the cursor to click the turquoise “up” or “down” arrow icons on the Typeform screen. These will navigate you to the previous question or next question respectively.
* Check you have completed any mandatory question; you will not be able to scroll beyond certain points if required information is missing.

##### ***“The Typeform question numbers don’t match the ones in the guidance or on the data collection*** [***spreadsheet***](https://f.hubspotusercontent40.net/hubfs/3418747/Data%20Collection%202020/Data%20Collection%20Tool%20-%20TTC%20Inclusion%20&%20Diversity%20Survey%202020%20.xlsx)***.”***

In some situations your answer to a question will result in subsequent questions being skipped because they are not relevant. For example, if you selected “we outsource all our technical roles” as your answer to Q4, the survey will skip you past all the questions that ask you to give the gender breakdown of technical roles at your organisation, because you do not have any. In these instances the numbering on Typeform may vary to the data collection spreadsheet but you should be able to relocate your new position in the questions by scanning the question text.

##### ***“What do you mean when you say ‘technical roles’?”***

In the context of our survey any reference to “technical” roles refers to those which require digital technology skills. Although a person might be referred to as a technical specialist in their field due to their specialised knowledge of that area, if the use of “technical” in that context does not relate to digital and technology focused skills, please do not include them in this category. The TTC uses this government [guidance](https://www.gov.uk/government/collections/digital-data-and-technology-profession-capability-framework) as a guideline for what would fall into this category. However, there may be situations where you have to consider unique roles at your organisation which may be considered technical even if they are not on this list. For example, at a technical product company a consultant or account manager might be considered a technical role due to the nature of the tasks they undertake day to day interacting with a highly technical tool for example. In other companies those same roles may not be technical. Where you find ambiguous cases, please use your best judgement as to whether that role actually requires technical skills as opposed to just having information about or from a technical product or system. You can [contact](mailto:mapping@techtalentcharter.co.uk) the TTC if you are unsure.

##### ***“What reporting period should I use to answer the questions?”***

There are four reporting periods we ask Signatories to provide data for and these are specified in the question. The first one, which is in the mandatory questions, is a snapshot on the date the survey question is answered. The second 1st August 2019 - 31st July 2020. This applies to most questions where data is required for a fixed 12 month period. In two questions, we ask for information relating to the past 12 months (the most recent 12 months) and the gender pay gap questions also indicate a specific reporting period which matches the government gender pay gap reporting period (varying slightly depending on whether you are a government organisation or not). Reporting periods will be indicated for each question where relevant.

##### ***“What does ‘Orientation’ refer to?”***

This refers to a person’s sexual or romantic orientation. Minorities under this characteristic would for example include (amongst others) people who are lesbian, gay or bi. For more detail on orientation, you can look at [Stonewall’s glossary](https://www.stonewall.org.uk/help-advice/faqs-and-glossary/glossary-terms%2523:~:text=Sexual%252520orientation,covering%252520sexual%252520and%252520romantic%252520orientations.) of terms.

##### ***“What does ‘I&D’ mean?”***

I&D is short for ‘Inclusion and Diversity’. We use this formulation of the term because the TTC’s view is that inclusion is a necessary foundation for sustainable and healthy diversity practices. Companies may also refer to this as “D&I” or “DIB” (diversity, inclusion and belonging).

##### ***“What do you mean by ‘women, non binary and all other gender minorities’? Why did you use this wording?”***

We have used this wording in questions where we have asked for numbers that compare the gender majority in tech (men) with gender minorities. We know from our report last year that we had very few companies who measured and/or reported genders other than men and women. We believe it is important to count and recognise all genders in our survey, which is why this year we are looking to identify exactly what gender data is being captured by organisations. In the meantime we ask organisations to segment their data in this way to indicate the balance between the gender majority in the tech industry (men) and gender minorities, which includes women and any other genders which historically, relatively few companies are measuring.

##### ***“How is our data protected once we submit it to TTC?”***

The TTC partners with the research platform, [Attest](https://www.askattest.com/), to carry out all the data management. Research data is gathered and stored in accordance with the Market Research Society (MRS) Code of Conduct. Attest is a member of the MRS ([mrs.org.uk](http://mrs.org.uk/)), and is a fully-accredited Fair Data company ([fairdata.org.uk](http://fairdata.org.uk/)). They are also an Information Commissioner’s Office (ICO) Registered Data Controller (ZA120737), use SSL encryption, and run on secure servers based in the EU to ensure all data is treated securely. Please note that no company-identifiable data is held beyond the point when the data is anonymised. You can view a copy of the [NDA](https://f.hubspotusercontent40.net/hubfs/3418747/Diversity%20in%20Tech%20Report%202019%20(released%20Jan%202020)/3%20Data%20Collection%20and%20Annual%20Report%202020/NDA%20used%20to%20protect%20signatory%20data%20in%20the%20TTC%20data%20collection%20process%20-%20for%20reference%20of%20signatories.docx) that protects your data via the hyperlink.