

## Tech Talent Charter Annual Report Questions

The Tech Talent Charter (TTC) requires all its members to submit data annually in September. There will be advanced warnings and reminders of deadlines for a month prior to this date. For the data submission, members will be sent questions/guidance (see below), a supporting Excel spreadsheet for calculations and a link to a TTC Typeform. The report should only be submitted via Typeform. **When submitting the data, members are reminded NOT to manually submit figures to the TTC. The questions and spreadsheet should be used for guidance/internal purposes only.**

All data submitted to the TTC is covered by NDA (see Annex). To see how the data is used in our report, you can download the report [here](#).

For further information see the “Data” section of our [FAQs](#).

TTC data submissions will be composed of 2 sections—a mandatory and an optional section. TTC members are encouraged to complete as much of the optional section as possible.

### Mandatory questions

#### 1. Company Name

This should be the same name provided when you joined the Tech Talent Charter as a signatory. We ask this simply to keep a record of which Tech Talent Charter signatories have completed the report. It will not be stored alongside your submitted data, all of which is unidentifiable and anonymised.

#### 2. Company Industry

The industry options are based on the Government Standard Industrial Classification (SIC). This is a prescribed list from the government and as a result contains a wide range of categories. We collect this data so that the data set can be analysed in the context of broader government initiatives. Please select the category most relevant to your organisation. Further guidelines: <http://bit.ly/2CKTIRk>

#### 3. Do you outsource some or all the technical roles within your organisation?

The definition of ‘technical job’ will carry an element of discretion and variation across the Tech Talent Charter Signatories. For example, a professional such as a lawyer could be sufficiently specialised in software IPR as to be considered technical within the firm. The government technical capability framework provides a good overview of what technical roles could look like. The key for your response is to understand what the technical roles are and report on them annually. Note: outsourcing does not include any work carried out by day-rate or fixed term individual contractors.

- Yes all technical roles are outsourced
- Yes some of our technical roles are outsourced
- None of our technical roles are outsourced

**4. What is the total number of UK-based jobs at your company?**

This includes jobs carried out by day-rate or fixed term contractors.

**5. We're now going to ask you about the category breakdown of the \_\_\_\_\_ UK-based jobs at your company:**

Note: This does not include any roles which are outsourced to third parties. This number must add up to the total number of jobs listed in the previous question. Please enter N/A for any categories you do not use.

Male .....

Female .....

Non binary .....

Prefer not to disclose .....

Other .....

**6. What is the total number of UK-based technical jobs at your company?**

Note: This is a subset of your UK based employees and includes any jobs carried out by day-rate or fixed-term contractors. Further guidelines: <http://bit.ly/2CKTIRk>

**7. We're now going to ask you about the category breakdown of the UK-based technical jobs at your company:**

Note: This includes any jobs carried out by day-rate or fixed-term contractors. Please enter N/A for any categories you do not use.

Male .....

Female .....

Non binary .....

Prefer not to disclose .....

Other .....

## Optional questions

8. **Would you like to view the optional questions of the survey?**
9. **Do you currently have active diversity and inclusion policies as part of your recruitment approach?**
- Yes
  - No, but this is planned for the coming year
  - No, and we have no plans to change this

10. **Do you have a target for the number of women to be included in shortlists for interview? Do you have a target for the number of women to be included in shortlists for interview?**
- Yes
  - No, but this is planned for the coming year
  - No, and we have no plans to change this

We are now going to ask you some questions about different technical job families. Note: If one person fulfils more than one job family role day to day (e.g. Data and IT Operations), please account for their activity in just one of the roles. A reminder of the job families:

<http://bit.ly/2CKTIRk>

### 11. Job family: Data

For this job family, we're going to ask you for the numbers: Total, Male, Female, Non-binary/Other. Please enter N/A for any categories you do not use.

Total number of roles .....  
Of this number how many males .....  
Of this number how many females .....  
Of this number how many non binary/other .....

### 12. Job family: IT Operations

For this job family, we're going to ask you for the numbers: Total, Male, Female, Non-binary/Other. Please enter N/A for any categories you do not use.

Total number of roles .....  
Of this number how many males .....  
Of this number how many females .....  
Of this number how many non binary/other .....

### 13. Job family: Product & Delivery

For this job family, we're going to ask you for the numbers: Total, Male, Female, Non-binary/Other. Please enter N/A for any categories you do not use.

Total number of roles	.....
Of this number how many males	.....
Of this number how many females	.....
Of this number how many non binary/other	.....

### 14. Job family: QAT

For this job family, we're going to ask you for the numbers: Total, Male, Female, Non-binary/Other. Please enter N/A for any categories you do not use.

Total number of roles	.....
Of this number how many males	.....
Of this number how many females	.....
Of this number how many non binary/other	.....

### 15. Job family: Engineer/Programmer

For this job family, we're going to ask you for the numbers: Total, Male, Female, Non-binary/Other. Please enter N/A for any categories you do not use.

Total number of roles	.....
Of this number how many males	.....
Of this number how many females	.....
Of this number how many non binary/other	.....

**16. Job family: User Centered Design**

For this job family, we're going to ask you for the numbers: Total, Male, Female, Non-binary/Other. Please enter N/A for any categories you do not use.

Total number of roles	.....
Of this number how many males	.....
Of this number how many females	.....
Of this number how many non binary/other	.....

**17. Please indicate the number of technical vacancies your company had in the period 01/08/xx - 31/08/xx:**

**18. Please indicate the total number of job appointments in technical roles that have been made in the period 01/08/xx - 31/08/xx:**

**19. Of the total job appointments made in technical roles in the period 01/08/xx - 31/08/xx, how many had at least one woman on the shortlist of candidates for interview?**

**20. Please give a break-down by category for the total job appointments made in technical roles 01/08/xx - 31/08/xx**

Note: this number must add up to the total number of job appointments made in technical roles 01/08/xx - 31/08/xx Please enter N/A for any categories you do not use.

Male	.....
Female	.....
Non binary	.....
Prefer not to disclose	.....
Other	.....

We are asking for the following information to mirror the gender pay gap reporting guidance, which can be found at <https://www.gov.uk/guidance/gender-pay-gap-reporting-guidance>. We hope that this format will make it easy for signatories to find and supply the data.

**21. For the \_\_\_\_\_ technical roles at your company, please supply the following figures for the period 01/08/xx- 31/08/xx:**

Mean gender pay gap	.....
Median gender pay gap	.....
Number of technical roles that received a bonus	.....
Mean bonus gender pay gap	.....
Median bonus gender pay gap	.....
Proportion of females receiving a bonus payment (use % only)	.....

**22. Of the total technical roles who received a bonus, please give the percentage gender breakdown of the number of bonuses given to those in the lower pay quartile**

Male	.....
Female	.....
Non binary	.....
Prefer not to disclose	.....
Other	.....

**23. Of the total technical roles who received a bonus, please give the percentage gender breakdown of the number of bonuses given to those in the lower middle quartile**

Male	.....
Female	.....
Non binary	.....
Prefer not to disclose	.....
Other	.....

**24. Of the total technical roles who received a bonus, please give the percentage gender breakdown of the number of bonuses given to those in the upper middle quartile**

Male	.....
Female	.....
Non binary	.....
Prefer not to disclose	.....
Other	.....

**25. Of the total technical roles who received a bonus, please give the percentage gender breakdown of the number of bonuses given to those in the upper quartile**

Male	.....
Female	.....
Non binary	.....
Prefer not to disclose	.....
Other	.....

ANNEX – TTC NDA

[ON HEADED PAPER OF PROVIDER]

To:

Tech Talent Charter Community Interest Company  
15<sup>th</sup> Floor 6 Bevis Marks  
London  
EC3A 7BA  
[DATE]

Dear Sir / Madam,

**Confidentiality Letter Agreement**

**1. Disclosure**

- 1.1. We [NAME OF COMPANY PROVIDING INFORMATION] (**Provider**) understand that you, Tech Talent Charter Community Interest Company (Co. no. 10976895) (**Recipient**) are interested to receive information relating to the Annual Report (**Purpose**).
- 1.2. In this letter agreement, **Confidential Information** means all confidential or proprietary information (however recorded or preserved) relating to the Purpose that is disclosed or made available whether before or after the date of this letter agreement (in any form or medium), directly or indirectly, by the Provider to the Recipient.
- 1.3. In consideration of the Provider agreeing to disclose Confidential Information to the Recipient, the Recipient undertakes to the Provider that it shall:
  - 1.3.1. keep the Confidential Information secret and confidential;
  - 1.3.2. not use or exploit the Confidential Information in any way, except for or in connection with, the Purpose
  - 1.3.3. not to disclose any Confidential Information to any third party (other than as permitted under this Agreement) except as required for the Purpose and with the prior written consent of the Provider provided that the Recipient procures such third party's written undertaking to the Provider to observe terms no less stringent than those contained in this Agreement; and
  - 1.3.4. only make disclosure of the Confidential Information in accordance with clause 1.4 and clause 1.5. Any other disclosure can only be made with the Provider's prior written consent.
- 1.4. The Recipient may disclose the Confidential Information to any of its officers, employees, consultants and advisers (**Permitted Disclosees**) that need to know the relevant Confidential Information for the Purpose only, provided that the Recipient shall advise such Permitted Disclosees, prior to disclosure of such Confidential Information, of the confidential nature thereof and that they owe a duty of confidence in accordance with the terms of this letter agreement. The Recipient shall be liable to the Provider if its Permitted Disclosees breach the terms of this letter agreement.
- 1.5. The Recipient may disclose the Confidential Information to the extent required by:
  - 1.5.1. any order of any court of competent jurisdiction or any regulatory, judicial, governmental or similar body or taxation authority of competent jurisdiction;

1.5.2.the rules of any listing authority or stock exchange on which the Recipient's shares are listed;  
or

1.5.3.the laws or regulations of any country to which the Recipient's affairs are subject.

1.5.4.The Recipient will give the Provider 5 working days notice of any intention to disclose and Confidential Information as required by this provision.

1.6. Each Party shall comply with their obligations under the Data Protection Act 2018 (the “**DPA**”), the General Data Protection Regulation (EU) 2016/679) and all other applicable data protection legislation as updated, amended, superseded or repealed from time to time in respect of the processing of any personal data pursuant to the Purpose of this Agreement and, where necessary, will comply with the terms of the Act.

1.6.1.To the extent that each Party provides another with personal data, as defined in the Act, the Recipient (who shall be the data processor) will comply with the Provider’s (who shall be the data controller) instructions in respect of that data, keep it secure and allow the Provider to audit the Recipient’s compliance with this clause.

1.6.2.Personal data should not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection of the rights and freedoms of data subjects in relation to the processing of personal data.

## **2. Limitations on obligations**

2.1. The obligations set out in clause 1 shall not apply, or shall cease to apply, to Confidential Information which the Recipient can show to the Provider's reasonable satisfaction:

2.2. that it is, or becomes, generally available to the public, other than as a direct or indirect result of the information being disclosed by the Recipient in breach of this letter agreement; or was already lawfully known to the Recipient before it was disclosed by the Provider; or

2.3. has been received by the Recipient from a third party source that is not connected with the Provider and that such source was not under any obligation of confidence in respect of that information.

## **3. Return of the Confidential Information**

3.1. If requested by the Provider at any time, the Recipient shall immediately destroy or return to the Provider all documents and other records of the Confidential Information or any of it in any form that have been supplied to or generated by the Recipient. If the Confidential Information is stored in electronic form, the Recipient shall take all reasonable steps to permanently erase all such Confidential Information from its computer and communications systems and devices used by it.

## **4. Term and termination**

4.1. If the Provider decides not to continue to be involved in the Purpose with the Recipient, it shall notify the Recipient immediately in writing.

4.2. Notwithstanding the notification from the Provider to the Recipient pursuant to paragraph 4.1, the obligations of the Recipient shall continue for a period of 2 years from the date of such notice, whereupon the obligations of the parties under this letter agreement shall terminate. Notwithstanding the expiry or termination of this Agreement, the provisions of Clause 1 shall survive for a period of 2 years following the expiry or termination of this Agreement.

4.3. The termination of this letter agreement shall not affect any accrued rights or remedies to which either party is entitled.

**5. Acknowledgment and inadequacy of damages**

5.1. The Recipient acknowledges and agrees that:

5.1.1.the Confidential Information may not be accurate or complete and the Provider makes no warranty or representation (whether express or implied) concerning the Confidential Information, or its accuracy or completeness; and

5.1.2.damages alone may not be an adequate remedy for any breach of the terms of this letter agreement by the Recipient. Accordingly, the Provider shall be entitled to seek the remedies of injunction, specific performance or other equitable relief for any threatened or actual breach of the terms of this letter agreement.

**6. Governing law and jurisdiction**

6.1. **Governing law.** This letter agreement and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales

6.2. Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with this letter agreement or its subject matter or formation.

Please sign and return a copy of this letter agreement if you agree to its terms.

Yours faithfully,

.....

Signed by [NAME OF DIRECTOR] for and on behalf of [PROVIDER]

**We acknowledge receipt and agree to the terms of this letter agreement:**

.....

Director, for an on behalf of Tech Talent Charter Community Interest Company

Date .....