



Preparing Data – Single-Establishment Companies

A single establishment company is a company where business is conducted at only one location. Detailed instructions for the EEO-1 Component 1 Online Filing System will be available on the Filler Support Page, data file upload instructions will be available in late May 2021, when the data file upload option is available. Use the information below to help organize your data.

Information Needed

1. Company Information
 - a. Name
 - b. Physical Address
 - c. EIN
 - d. NAICS code
 - e. DUNS, if federal contractor
2. Workforce Snapshot Pay Period used
3. Employers must report the number of employees in each job category by race/ethnicity and sex. Employees should only be counted in one category.
4. The job categories are:
 - a. Executive/Senior Level Officials and Managers
 - b. First/Mid-Level Officials and Managers
 - c. Professionals
 - d. Technicians
 - e. Sales Workers
 - f. Administrative Support Workers
 - g. Craft Workers
 - h. Laborers and Helpers
 - i. Operatives
 - j. Service Workers
5. The Ethnicity categories are:
 - a. Hispanic or Latino
 - b. Not Hispanic or Latino



6. The Race (not Hispanic or Latino) categories are as follows:
- White
 - Black or African American
 - Native Hawaiian or Other Pacific Islander
 - Asian
 - American Indian or Alaska Native
 - Two or more races

7. The table below provides an illustration of the data to report:

Job Categories	Number of Employees (Report employees in only one category)															
	Hispanic or Latino		Not Hispanic or Latino												Total (sum of A to N)	
	Male	Female	Male						Female							
			White	Black or African American	Native Hawaiian or Pacific Islander	Asian	Native American or Alaska Native	Two or More Races	White	Black or African American	Native Hawaiian or Pacific Islander	Asian	Native American or Alaska Native	Two or More Races		
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O		
Executive/Senior Level Officials and Managers																
First/Mid-Level Officials and Managers																
Professionals																
Technicians																
Sales Workers																
Administrative Support Workers																
Craft Workers																
Laborers and Helpers																
Operative																
Service Workers																

For Illustration Only

For more information on other EEO-1 Component 1 topics, please see:

If you think you might be a multi-establishment company:

- [Fact Sheet on Parent and Subsidiary Companies.](#)
- [Fact Sheet on Preparing Data—Multi-Establishment Companies.](#)

Click here to view a list of '[All Fact Sheets](#)'.