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 and data file upload instructions are available on the Filler Support Page. 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:
   a. White
   b. Black or African American
   c. Native Hawaiian or Other Pacific Islander
   d. Asian
   e. American Indian or Alaska Native
   f. Two or more races

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

<table>
<thead>
<tr>
<th>Job Categories</th>
<th>Hispanic or Latino</th>
<th>Not Hispanic or Latino</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td></td>
<td>White</td>
<td>Black or African American</td>
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<tr>
<td></td>
<td>A</td>
<td>B</td>
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<tr>
<td>Executive/Senior Level Officials and Managers</td>
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<tr>
<td>First/Mid-Level Officials and Managers</td>
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<td>Professionals</td>
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<tr>
<td>Operative</td>
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<tr>
<td>Service Workers</td>
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</tr>
</tbody>
</table>

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'.