



## Preparing Data – Multi-Establishment Companies

A multi-establishment company conducts business at multiple physical locations. 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 (of Headquarters)
  - c. EIN
  - d. NAICS Code
  - e. DUNS, if federal contractor

2. Workforce Snapshot pay period used

**For each Establishment (i.e. physical location where business is conducted):**

3. Establishment information
  - a. Name
  - b. Physical Address
  - c. EIN
  - d. NAICS Code
  - e. DUNS, if federal contractor
4. **Employees should be counted in only one category.** This should be the number of employees by race/ethnicity and sex within the following job categories:
  - 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:

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

**A company has several establishments. Can the company report the entire workforce on the Headquarters Report?**

No. On the EEO-1 Component 1 Report, employment data must be entered separately for each establishment of the company. The filer must provide employment data by each establishment.



For more information on other EEO-1 Component 1 topics, please click here to view a list of ['All Fact Sheets'](#).