A multi-establishment company conducts business at multiple physical locations. 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 (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:

<table>
<thead>
<tr>
<th>Job Categories</th>
<th>Number of Employees (Report employees in only one category)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hispanic or Latino</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive/Senior Official</td>
<td></td>
</tr>
<tr>
<td>Professional</td>
<td></td>
</tr>
<tr>
<td>Sales/Workers</td>
<td></td>
</tr>
<tr>
<td>Administrative Support</td>
<td></td>
</tr>
<tr>
<td>Craft Workers</td>
<td></td>
</tr>
<tr>
<td>Laborers/Helpers</td>
<td></td>
</tr>
<tr>
<td>Operative</td>
<td></td>
</tr>
<tr>
<td>Service Workers</td>
<td></td>
</tr>
</tbody>
</table>

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’.