



## EEO-1 COMPONENT 1 FACT SHEET: REPORT TYPES

The purpose of this fact sheet is to give an overview of the various report types in the EEO-1 Component 1 data collection. It also discusses the discontinuation of the Type 6 Establishment List Report.

### SINGLE-ESTABLISHMENT COMPANY REPORT

A single-establishment company is required to submit only one EEO-1 Component 1 Report:

**Type 1 Single – Establishment Report (Type 1 Report):** A company conducting business at only one establishment is permitted to complete and submit one EEO-1 Component 1 Report (i.e., Single – Establishment Report (“Type 1 Report”). The Type 1 Report must include data for all the company’s employees categorized by race/ethnicity, sex, and job category.

### MULTI-ESTABLISHMENT COMPANY REPORTS

A multi-establishment company is required to submit the following types of EEO-1 Component 1 Reports:

**Type 2 Consolidated Report (Type 2 Report):** All multi-establishment companies **must submit** a Type 2 Consolidated Report. The Type 2 Report must include data for **all** employees of the company (i.e., all employees at headquarters as well as all establishments) categorized by race/ethnicity, sex, and job category.

**Type 3 Headquarters Report (Type 3 Report):** All multi-establishment companies **must submit** a Type 3 Headquarters Report. The Type 3 Headquarters Report must include data for all employees working at the main office site (i.e., headquarters) of the company, as well as any remote employees who report to the company’s headquarters categorized by race/ethnicity, sex, and job category. A Type 3 Report must be submitted even if there are fewer than 50 employees working at and/or reporting to the headquarters location.

**Type 4 Establishment Report (Type 4 Report):** All multi-establishment companies with establishments with **50 or more employees** must submit a Type 4 Establishment Report(s). A Type 4 Report **must be submitted** for **each** establishment with **50 or more employees**. The Type 4 Report must include employee data for each establishment categorized by race/ethnicity, sex, and job category.

**Type 8 Establishment Report (Type 8 Report):** All multi-establishment companies with establishments with **fewer than 50 employees** must submit a Type 8 Establishment Report(s). A Type 8 Report **must be submitted** for **each** establishment with **fewer than 50 employees**. The Type 8 Report must include employee data for each establishment categorized by race/ethnicity, sex, and job category.



## **SPECIAL FILER NOTE: DISCONTINUATION OF THE TYPE 6 ESTABLISHMENT LIST REPORTS**

As part of the EEOC's continuing efforts to modernize the agency's EEO data collections and to improve the quality of data collected, **the EEOC is discontinuing the EEO-1 Component 1 Type 6 Establishment List Report (Type 6 Report)** for reporting establishments with fewer than 50 employees.

Beginning with the 2021 EEO-1 Component 1 data collection, tentatively scheduled to open on Tuesday, April 12<sup>th</sup>, 2022, **ALL filers reporting data for establishments with fewer than 50 employees must use a Type 8 Establishment Report to submit such data.** This change will allow the EEOC to collect more accurate employee demographic data in support of the agency's mission to prevent and remedy unlawful employment discrimination and advance equal opportunity for all in the workplace.

All filers who were permitted to submit a Type 6 Report for the 2019/2020 EEO-1 Component 1 data collections have been notified via email regarding the discontinuation of the Type 6 Report so these filers may prepare for the opening of the 2021 EEO-1 Component 1 filing using Type 8 Reports.

Historically, multi-establishment filers were permitted to submit either a **Type 8 Establishment Report** or a **Type 6 Establishment List Report** for an establishment(s) with **fewer than 50 employees**. For each establishment, the Type 6 Establishment List Report required filers to submit the establishment name, address, and total number of employees. It did not require the inclusion of the establishment's employee data categorized by race/ethnicity, sex, and job category. Type 6 filers were required to manually enter and include such employee data in their Type 2 Consolidated Report.