



FACT SHEET

HOW TO REPORT EMPLOYEES AT CLIENT SITES

NOTICE

Employers (i.e., filers) should read the [2024 EEO-1 Component 1 Instruction Booklet](https://www.eeocdata.org/pdfs/2024_EEO_1_Component_1_Instruction_Booklet.pdf) (i.e., “*Instruction Booklet*”) prior to and in conjunction with using the below “fact sheet.” Filers must ensure they are complying with the EEOC’s substantive filing requirements detailed in the *Instruction Booklet* and should not refer solely to this “fact sheet” to complete their required 2024 EEO-1 Component 1 filing. The *2024 EEO-1 Component 1 Instruction Booklet* may be accessed at the following link on the EEOC’s dedicated EEO-1 Component 1 website (www.eeocdata.org/eeo1): [https://www.eeocdata.org/pdfs/2024 EEO 1 Component 1 Instruction Booklet.pdf](https://www.eeocdata.org/pdfs/2024_EEO_1_Component_1_Instruction_Booklet.pdf).

Workforce demographic data on employees working at client site locations *must* be included in an employer’s EEO-1 Component 1 filing.

For the 2024 EEO-1 Component 1 data collection, employers continue to have the option to report employees working at client sites either by (1) using the client site address as the location of the establishment or (2) reporting those employees at an establishment of the employer (i.e., non-client site).

Beginning with the 2025 EEO-1 Component 1 data collection, tentatively scheduled to open 2026, the EEOC intends to propose that employers will be required to report employees working at client site locations at the address of the client site. The address of the “client site” will serve as the location of the establishment for any such employees. Employers will no longer have the option to report such employees at an establishment of the employer (i.e., non-client site).



2024 EEO-1 Component 1 Data Collection

All updates about the 2024 EEO-1 Component 1 data collection, including the *2024 EEO-1 Component 1 Instruction Booklet* and the *2024 EEO-1 Component 1 Data File Upload Specifications*, are available on the EEOC's dedicated EEO-1 Component 1 website at www.eeocdata.org/eeo1.

To further assist filers, the EEOC provides supplementary resource materials (e.g., user's guide; frequently asked questions (FAQs); fact sheets) at the opening of each data collection. Access to these supplementary resource materials is available through the dedicated EEO-1 Component 1 data collection website at www.eeocdata.org/eeo1.

The deadline to file the 2024 EEO-1 Component 1 report is **11:00 pm ET (i.e., Eastern Time) on Tuesday, June 24, 2025** (i.e., "Published Due Date"). After the **Tuesday, June 24, 2025** deadline passes, *no* additional 2024 EEO-1 Component 1 report(s) will be accepted, and eligible employers will be *out of compliance* with their mandatory 2024 EEO-1 Component 1 filing obligations.

The EEO-1 Component 1 report is a mandatory annual data collection that requires all private sector employers with 100 or more employees, and federal contractors with 50 or more employees meeting certain criteria, to submit workforce demographic data, including data by job category and sex and race or ethnicity, to the EEOC. The authorities under which EEO-1 Component 1 data are collected include: Section 709(c) of Title VII and Sections 1602.7-1602.14, Chapter XIV, Title 29 of the Code of Federal Regulations (CFR); Exec. Order No. 11246, 30 FR 12319 (Sept. 24, 1965) and 41 CFR 60-1.7(a).