



## FACT SHEET

### HOW TO REPORT NAICS CODES

#### NOTICE

Employers (i.e., filers) should read the [2024 EEO-1 Component 1 Instruction Booklet](https://www.eeocdata.org/eeo1) (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/eeo1)):  
[https://www.eeocdata.org/pdfs/2024 EEO 1 Component 1 Instruction Booklet.pdf](https://www.eeocdata.org/pdfs/2024%20EEO%201%20Component%201%20Instruction%20Booklet.pdf).

The **North American Industry Classification System (NAICS) code** is used to identify the primary industry in which a business or an establishment operates. The industry represents the primary goods or services provided to the public and is very specific. For example, a business that provides IT technical support to its clients would be classified as 541519 (Other Computer Related Services), while a business that primarily provides software design or support services would be classified as 541512 (Computer Systems Design Services).

Businesses that operate in more than one location may have different industries assigned to their establishments. For example, a coffee company may have establishments for retail distribution of their products, establishments for roasting and processing the coffee beans, as well as establishments associated with warehousing supplies used by other aspects of the business’ operations. In this example, each of these establishments would have a different NAICS code. Please note that if a business operates several industries at one establishment and thus, has several NAICS codes associated with that one location, the employer must provide the one NAICS code under which the largest number of employees work.

**Each establishment must have an appropriate NAICS code associated with it.** NAICS codes are updated by the Office of Management and Budget (OMB) every five years (i.e., in years that end in 2 or 7). For the 2024 EEO-1 Component 1 report(s), the **2022 NAICS codes should be used**. To identify the correct NAICS code for each establishment, an employer can search using keywords for its business using the U.S. Census Bureau NAICS Search Tool at <https://www.census.gov/naics/>.



## 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](http://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](http://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).