



## FACT SHEET

### WHAT IS AN ESTABLISHMENT

#### 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).

An establishment is generally a single physical location where business is conducted or where services or industrial operations are performed (e.g., factory, mill, store, hotel, movie theater, mine, farm, airline terminal, sales office, warehouse, or central administrative office).<sup>1</sup>

Establishments at different physical locations must be reported as *separate* establishments even if conducting the same business or performing the same services or industrial operations. In addition, employers should only include establishments located in the 50 United States and the District of Columbia.

Employers should not include establishments located in Puerto Rico, the Virgin Islands, or other American protectorates. However, foreign-based and/or foreign-owned employers *must* report for eligible establishments located in the 50 United States and the District of Columbia. If a foreign-based and/or foreign-owned employer has a United States-based headquarters, the U.S. based headquarters is responsible for filing as a multi-establishment filer (i.e., multi-establishment employer) for all the employer’s establishments located in the 50 United States and the District of Columbia. If a foreign-based and/or foreign-owned employer does *not* have a headquarters based in the 50 United States or the District of Columbia, one of its establishments located in the U.S. *may* file on behalf of all the employer’s establishments as a multi-establishment filer (i.e., multi-establishment employer) but is not required to do so. Otherwise, each establishment must file its own EEO-1 Component 1 report with the EEOC.

<sup>1</sup> See Frequently Asked Question 2 (What is an establishment?) at <https://www.census.gov/naics/> for the U.S. Census Bureau’s North American Industry Classification System (NAICS) definition.



## 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).