



COMPLIANCE OVERVIEW

EEO-1 REPORTING REQUIREMENTS

The EEO-1 Report is a federally mandated survey that collects workforce data categorized by race, ethnicity, sex and job category.

Under Title VII of the Civil Rights Act (Title VII), employers with 100 or more employees and certain federal contractors must report this data to the Equal Employment Opportunity Commission (EEOC) by **March 31** every year. However, **the EEOC has extended the deadline for 2018 EEO-1 Reports to May 31, 2019**. The filing system for 2018 reports is expected to open in early March 2019. This opening has been delayed due to the federal government shutdown.

The EEOC and the Office of Federal Contract Compliance Programs (OFCCP) use EEO-1 information to enforce federal prohibitions against employment discrimination and to address discriminatory pay practices.

This Compliance Overview provides general information about the EEO-1 reporting requirements.

LINKS AND RESOURCES

- + EEO-1 [Online Filing System](#)
- + EEO-1 Reporting [Instructions](#)
- + EEO-1 Survey User's [Guide](#)

HIGHLIGHTS

FILING INFORMATION

- + Employers filing EEO-1 Reports for the first time must [register](#) to receive a company login, password and further instructions for filing from the EEOC.
- + Employers that need EEO-1 filing assistance may send an email to the agency's [technical assistance](#) inbox.

FILING DEADLINES

- + Employers subject to EEO-1 reporting requirements must file EEO-1 reports by **March 31** each year.
- + The filing deadline for 2018 EEO-1 Reports has been extended to **May 31, 2019**.
- + The EEO-1 system is expected to be available for 2018 reports in **early March 2019**



COMPLIANCE OVERVIEW

EMPLOYERS SUBJECT TO EEO-1 REPORTING REQUIREMENTS

With limited exceptions, the following entities must file EEO-1 Reports by March 31 every year (however, the deadline for 2018 reports was extended to May 31, 2019):

- + A **private employer** that has **100 or more employees** (with limited exceptions for schools and other organizations);
- + A private employer with between 15 and 99 employees, if it is part of a group of employers that legally constitutes a single enterprise, which employs a total of 100 or more employees; and
- + A **federal contractor** that has **50 or more employees** and is either a prime contractor or first-tier subcontractor, and has a contract, subcontract or purchase order amounting to **\$50,000 or more**.

Although the EEOC sends notification letters to employers it knows to be subject to the EEO-1 requirements, all employers are responsible for obtaining and submitting the necessary information prior to the appropriate deadline. An employer that fails or refuses to file an EEO-1 Report as required may be compelled to do so by a federal district court. Federal contractors also risk losing their government contracts for failures to comply.

If the preparation or filing of an EEO-1 Report would create undue hardship, an employer may send a written request for an exemption or for special reporting procedures to the EEOC. Employers may also obtain a one-time, 30-day extension of the EEO-1 filing deadline by emailing a request to the EEOC. However, **the EEOC does not grant any exemptions or extensions requested after the filing deadline.**

