

Nonsubstantive clarifying change to EEO-1 instruction booklet

The EEOC has received a few questions about the 2017 instruction booklet for the revised EEO-1 report that focus on the requirements for race, ethnic, and sex identification of employees. In light of these questions, the EEOC would like to make a nonsubstantive change that clarifies the requirements for sex identification.

The EEOC proposes to remove the current language found in Appendix 4 "Race, Ethnic, and Sex Identification" stating that "[o]bserver identification should never be used for sex identification." The new language would read as follows: "Self-identification is the preferred method of identifying the sex information necessary for the EEO-1 report." This change is consistent with our requirements for identifying race and ethnic information for the EEO-1 report and provides further instruction for the sex identification of employees. In addition, this change does not substantially alter the instruction booklet.