

# Global Reporting Initiative Index

Steelcase has publicly reported our vision, goals and progress related to our sustainability initiatives for over a decade. The GRI Index provides stakeholders with additional information related to our sustainability strategy and progress.

We are continually evolving our sustainability reporting practices to increase transparency, communicate authenticity and best reflect our corporate goals, standards and objectives. We do this while remaining consistent with external guidelines and expectations.

## **Sustainability Materiality Overview**

Steelcase's sustainability materiality assessment covers environmental, social and governance issues. Areas identified as material are those which significantly impact our ability to meet its strategic goals and/or significantly influence the decisions and evaluations of stakeholders. The process for identifying material issues and defining reporting content is outlined in the following sections. It generally follows GRI guidelines and adheres to the Principles for Defining Report content.

### **Identification**

A list of potentially material sustainability issues is maintained through internal and external research, including benchmarking and reviewing relevant reporting standards. The Steelcase Sustainability Steering Committee validates this list, taking into account the business and sustainability strategy.

### **Prioritization**

Each potentially material issue is evaluated based on the following criteria:

- Influence on external stakeholders' decisions and assessments
- Impact on the business.

These evaluations are based on primary and secondary research including surveys, interviews and workshops, many of which have been conducted by third parties. The results are plotted on a matrix to illustrate the relationships of material issues to business impacts and influence on stakeholders' decisions and assessments. Methods to engage with and collect input from internal and external stakeholders are continually integrated into ongoing engagement activities. The sustainability materiality assessment is updated as additional research is conducted and new data and insights become available.

### **Validation**

Key internal senior decision makers validate the sustainability materiality issues included within this report.

### **Review**

The sustainability materiality assessment results and supporting research is reviewed annually. These findings inform future assessments and ensure alignment with stakeholder expectations and the business context.

# General Standard Disclosures

## Strategy + Analysis

<b>G4-1</b>	Provide a statement from the most senior decision-maker of the organization (such as CEO, chair, or equivalent senior position) about the relevance of sustainability to the organization and the organization's strategy for addressing sustainability.	Corporate Sustainability Report p. 3 (Welcome from Jim Keane)
<b>G4-2</b>	Description of key impacts, risks, and opportunities	<a href="#">Annual Report</a> pp. 1–10

## Organizational Profile

<b>G4-3</b>	Name of the reporting organization	Steelcase Inc.
<b>G4-4</b>	Primary brands, products, and/or services	<a href="#">Annual Report</a> pp. 1–3
<b>G4-5</b>	Location of organization's headquarters	Steelcase is headquartered in Grand Rapids, Michigan, U.S.A.
<b>G4-6</b>	Report the number of countries where the organization operates, and names of countries where either the organization has significant operations or that are specifically relevant to the sustainability topics covered in the report.	<a href="http://www.steelcase.com">www.steelcase.com</a>
<b>G4-7</b>	Report the nature of ownership and legal form.	Steelcase Inc. (SCS) is a publicly traded company listed on the New York Stock Exchange.
<b>G4-8</b>	Report the markets served (including geographic breakdown, sectors served, and types of customers and beneficiaries).	<a href="#">Annual Report</a> pp. 1–4
<b>G4-9</b>	Report the scale of the organization.	<a href="#">Annual Report Intro</a>

- G4-10**
- a. Report the total number of employees by employment contract and gender.
  - b. Report the total number of permanent employees by employment type and gender.
  - c. Report the total workforce by employees and supervised workers and by gender.
  - d. Report the total workforce by region and gender.
  - e. Report whether a substantial portion of the organization’s work is performed by workers who are legally recognized as selfemployed, or by individuals other than employees or supervised workers, including employees and supervised employees of contractors.
  - f. Report any significant variations in employment numbers (such as seasonal variations in employment in the tourism or agricultural industries).

**EMPLOYEES BY EMPLOYMENT CONTRACT AND GENDER**

	Americas	Asia Pacific	Europe, Middle East + Africa	Total
Female Hourly	810	119	198	1126
Female Salaried	1466	363	623	2451
<b>Female Total</b>	<b>2276</b>	<b>482</b>	<b>820</b>	<b>3577</b>
Male Hourly	3476	370	661	4506
Male Salaried	1918	394	1072	3384
<b>Male Total</b>	<b>5394</b>	<b>764</b>	<b>1733</b>	<b>7891</b>

**PERMANENT EMPLOYEES BY EMPLOYMENT TYPE AND GENDER**

	Americas	Asia Pacific	Europe, Middle East + Africa	Total
Female Dealer Employee	-	-	74	74
Female Employee	2228	470	613	3311
Female Non-Employee	48	12	133	192
<b>Female Total</b>	<b>2276</b>	<b>482</b>	<b>820</b>	<b>3577</b>
Male Dealer Employee	-	-	94	94
Male Employee	5259	758	1317	7335
Male Non-Employee	134	6	322	462
<b>Male Total</b>	<b>5394</b>	<b>764</b>	<b>1733</b>	<b>7891</b>

**TOTAL WORKFORCE BY REGION AND GENDER**

	Americas	Asia Pacific	Europe, Middle East + Africa	Total
Female	2276	482	820	3577
Male	5394	764	1733	7891
<b>Total</b>	<b>7669</b>	<b>1246</b>	<b>2553</b>	<b>11468</b>

- G4-11** Report the percentage of total employees covered by collective bargaining agreements.

Approximately 100 employees in the U.S. are covered by collective bargaining agreements. Outside of the U.S., 1,900 employees are represented by workers’ councils that operate to promote the interests of workers.

Americas:

- Steelcase Transport - 100%
- PolyVision - 65%
- Designtex - 32%

France, Germany, Czech Republic, France, Germany, Czech Republic, and Spain: 100%

Mexico: 80%

<b>G4-12</b>	Describe the organization's supply chain.	<a href="#">Annual Report</a> pp. 4–5
<b>G4-13</b>	Report any significant changes during the reporting period regarding the organization's size, structure, ownership, or its supply chain.	None
<b>G4-14</b>	Report whether and how the precautionary approach or principle is addressed by the organization.	Steelcase takes a precautionary approach toward environmental management. We follow insights gained from decades of research, leverage partnerships with leading companies and organizations, and our experiences and feedback from customers, giving us valuable guidance and perspective. It is for these and many other reasons we have taken a leading role in finding creative and responsible ways to operate and design products and applications. Please see the Corporate Sustainability Report, pp. 26–31 (Customers) and pp. 44–49 (Environment).
<b>G4-15</b>	List externally developed economic, environmental and social charters, principles, or other initiatives to which the organization subscribes or which it endorses.	<p>Steelcase participates in the following initiatives:</p> <ul style="list-style-type: none"> <li>• AFNOR NF Environment certification program</li> <li>• BIFMA level® certification program</li> <li>• Blue Angel certification program</li> <li>• CDP</li> <li>• Circular Economy 100 (CE100)</li> <li>• Civic 50</li> <li>• Cradle to Cradle Certified™ Products Program</li> <li>• Eco-Management and Audit Scheme (EMAS)</li> <li>• Forestry Stewardship Council Chain of Custody certification</li> <li>• Global Reporting Initiative</li> <li>• ISO 14001</li> <li>• ISO 26000</li> <li>• LEED® certification program</li> <li>• OEKO-TEX® certification program</li> <li>• OHSAS 18001</li> <li>• Programme for the Endorsement of Forest Certification</li> <li>• Renewable Energy 100 (RE100)</li> <li>• SCS Indoor Advantage™ certification program</li> <li>• World 50</li> <li>• U.S. EPA Green Power Partnership</li> <li>• UN Global Compact</li> </ul>

---

<b>G4-16</b>	List memberships of associations (such as industry associations) and national or international advocacy organizations in which the organization: Holds a position on the governance body, Participates in projects or committees, Provides substantive funding beyond routine membership dues, Views membership as strategic	<p>There are a number of organizations around the world that we are members and active partners in. Here are a few:</p> <ul style="list-style-type: none"><li>• Business and Industrial Furniture Manufacturers Association (BIFMA)</li><li>• Business Leaders for Michigan</li><li>• Business Roundtable</li><li>• Circular Economy 100 (CE100)</li><li>• Design Industry for Fighting Aids (DIFA)</li><li>• Gilda’s Club, Leadership and Incubation</li><li>• Grand Rapids Community College Diversity Speaker Series Sponsor</li><li>• Greenbiz Executive Forum (GBEN)</li><li>• Michigan Manufacturing Association</li><li>• Michigan Minority Supplier Development Council</li><li>• National Association of Manufacturers</li><li>• National Association of World Affairs, Executive Leadership Council, Diversity Executive</li><li>• National Civil Rights Museum</li><li>• National Minority Supplier Development Council</li><li>• Renewable Energy 100 (RE100)</li><li>• Sustainable Brands</li><li>• Student Advancement Foundation</li><li>• Talent 2025</li><li>• United Way</li><li>• University Prep Academy</li><li>• West Michigan Center for Arts &amp; Technology (WMCAT)</li><li>• West Michigan Environmental Action Council</li></ul> <p>For more information on our partnerships and commitments, please see our Corporate Sustainability Report, pp. 36–37 (Communities), and the <a href="#">Community Relations</a> page on our website.</p>
--------------	--	---

---

## Identified Material Aspects and Boundaries

<b>G4-17</b>	<p>a. List all entities included in the organization’s consolidated financial statements or equivalent documents.</p> <p>b. Report whether any entity included in the organization’s consolidated financial statements or equivalent documents is not covered by the report.</p>	<p><a href="#">Annual Report</a></p> <p>Not applicable</p>																																																
<b>G4-18</b>	<p>a. Explain the process for defining the report content and the Aspect Boundaries</p> <p>b. Explain how the organization has implemented the Reporting Principles for Defining Report Content.</p>	<p>Please see the Sustainability Materiality Overview on p. 51 of this report.</p>																																																
<b>G4-19</b>	<p>List all the material Aspects identified in the process for defining report content.</p>	<p>Business Integrity, Consumer Health + Safety, Diversity, Inclusion + Equal Rights, Employee Wellbeing + Development, Energy + Emissions, Sustainable Business Integration, and Waste</p>																																																
<b>G4-20</b>	<p>For each material Aspect, report the Aspect Boundary within the organization.</p>	<p>All material aspects apply to all Steelcase operations.</p>																																																
<b>G4-21</b>	<p>For each material Aspect, report the Aspect Boundary outside the organization.</p>	<table border="1"> <thead> <tr> <th></th> <th>CUSTOMERS</th> <th>PARTNERS</th> <th>COMMUNITIES</th> <th>EMPLOYEES</th> <th>ENVIRONMENT</th> </tr> </thead> <tbody> <tr> <td>Business Integrity</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> <tr> <td>Consumer Health + Safety</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> <td></td> </tr> <tr> <td>Employee Wellbeing + Development</td> <td>x</td> <td>x</td> <td></td> <td>x</td> <td></td> </tr> <tr> <td>Energy + Emissions</td> <td>x</td> <td></td> <td>x</td> <td>x</td> <td>x</td> </tr> <tr> <td>Diversity, Inclusion + Equal Rights</td> <td>x</td> <td>x</td> <td>x</td> <td></td> <td></td> </tr> <tr> <td>Sustainable Business Integration</td> <td>x</td> <td>x</td> <td></td> <td>x</td> <td>x</td> </tr> <tr> <td>Waste</td> <td>x</td> <td></td> <td>x</td> <td>x</td> <td>x</td> </tr> </tbody> </table>		CUSTOMERS	PARTNERS	COMMUNITIES	EMPLOYEES	ENVIRONMENT	Business Integrity	x	x	x	x	x	Consumer Health + Safety	x	x	x	x		Employee Wellbeing + Development	x	x		x		Energy + Emissions	x		x	x	x	Diversity, Inclusion + Equal Rights	x	x	x			Sustainable Business Integration	x	x		x	x	Waste	x		x	x	x
	CUSTOMERS	PARTNERS	COMMUNITIES	EMPLOYEES	ENVIRONMENT																																													
Business Integrity	x	x	x	x	x																																													
Consumer Health + Safety	x	x	x	x																																														
Employee Wellbeing + Development	x	x		x																																														
Energy + Emissions	x		x	x	x																																													
Diversity, Inclusion + Equal Rights	x	x	x																																															
Sustainable Business Integration	x	x		x	x																																													
Waste	x		x	x	x																																													
<b>G4-22</b>	<p>Report the effect of any restatements of information provided in previous reports, and the reasons for such restatements.</p>	<p>There are no restatements of information provided in previous reports.</p>																																																
<b>G4-23</b>	<p>Report significant changes from previous reporting periods in the Scope and Aspect Boundaries</p>	<p>No significant changes.</p>																																																

## Stakeholder Engagement

<b>G4-24</b>	Provide a list of stakeholder groups engaged by the organization.	The stakeholder groups Steelcase engages with are global businesses and organizations (customers), the architectural and design community, employees, academic and research institutions, dealer partners, supplier partners, governmental agencies, industry organizations, non-governmental organizations (NGOs), community partners, nonprofits, investors and media. Please see Corporate Sustainability Report, pp. 6–7 (Our Sustainability Promise).
<b>G4-25</b>	Report the basis for identification and selection of stakeholders with whom to engage.	Stakeholder groups were defined and identified based on their connection to Steelcase's business. The degree of engagement depends on the potential impact each group has on the business.
<b>G4-26</b>	Report the organization's approach to stakeholder engagement, including frequency of engagement by type and by stakeholder group, and an indication of whether any of the engagement was undertaken specifically as part of the report preparation process	Steelcase regularly conducts research to understand our stakeholder expectations around sustainability. We use the results of this research to drive our business strategies and engage with stakeholders on the topics that are most relevant to their priorities. We continue to engage with stakeholders through informal discussions, surveys, focus groups and social media. For more information, please see our Corporate Sustainability Report, pp. 6–7 (Our Sustainability Promise).
<b>G4-27</b>	Report key topics and concerns that have been raised through stakeholder engagement, and how the organization has responded to those key topics and concerns, including through its reporting. Report the stakeholder groups that raised each of the key topics and concerns.	Corporate Sustainability Report pp. 6–7 (Our Sustainability Promise).

## Report Profile

<b>G4-28</b>	Reporting period (such as fiscal or calendar year) for information provided.	This report covers the calendar year 2016 (CY2016), spanning January 1, 2016, to December 31, 2016 and the company's fiscal year 2017 (FY2017), spanning February 28, 2016 to February 26, 2017. Key environmental impact metrics (energy, GHG emissions, VOCs, water and waste) are tracked on a calendar year basis for 2016 (CY2016).
<b>G4-29</b>	Date of most recent previous report (if any).	The previous Steelcase Corporate Sustainability Report was published in December 2016 and covered calendar year 2015 (CY2015) and Steelcase's fiscal year 2016 (FY2016), March 1, 2015 to February 27, 2016.
<b>G4-30</b>	Reporting cycle (such as annual, biennial).	Steelcase publishes a corporate sustainability report annually.
<b>G4-31</b>	Provide the contact point for questions regarding the report or its contents	<a href="mailto:sustainability@steelcase.com">sustainability@steelcase.com</a>



<b>G4-32</b>	<p>a. Report the ‘in accordance’ option the organization has chosen.</p> <p>b. Report the GRI Content Index for the chosen option (see tables below).</p> <p>c. Report the reference to the External Assurance Report, if the report has been externally assured. (GRI recommends the use of external assurance but it is not a requirement to be ‘in accordance’ with the Guidelines.)</p>	<p>Steelcase is reporting at the Core level for the 2017 GRI report.</p>
--------------	---	--

<b>G4-33</b>	<p>a. Report the organization’s policy and current practice with regard to seeking external assurance for the report.</p> <p>b. If not included in the assurance report accompanying the sustainability report, report the scope and basis of any external assurance provided.</p> <p>c. Report the relationship between the organization and the assurance providers.</p> <p>d. Report whether the highest governance body or senior executives are involved in seeking assurance for the organization’s sustainability report.</p>	<p>At this time, Steelcase does not utilize an external organization to assess this report.</p>
--------------	--	---

## Governance

<b>G4-34</b>	<p>Report the governance structure of the organization, including committees of the highest governance body. Identify any committees responsible for decision-making on economic, environmental and social impacts.</p>	<p>Steelcase Inc. <a href="#">Corporate Governance Principles</a></p>
--------------	---	---

## Ethics + Integrity

<b>G4-56</b>	<p>Describe the organization’s values, principles, standards and norms of behavior such as codes of conduct and codes of ethics.</p>	<p>Steelcase has developed standards and codes that embody the fundamental principles that govern our ethical and legal obligations. They pertain not only to conduct within our company, but also to conduct involving our customers, dealers, suppliers and other stakeholders. They include:</p> <ul style="list-style-type: none"> <li>• Steelcase <a href="#">Global Business Standards</a></li> <li>• Steelcase <a href="#">Code of Business Conduct</a></li> <li>• Steelcase <a href="#">Code of Ethics for Chief Executive and Senior Financial Officers</a></li> </ul>
--------------	--	---

---

<b>G4-57</b>	Report the internal and external mechanisms for seeking advice on ethical and lawful behavior, and matters related to organizational integrity, such as helplines or advice lines.	Steelcase outlines the policies and resources for employees, including the global numbers for our Integrity Line in our <a href="#">Global Business Standards document</a> .
<b>G4-58</b>	Report the internal and external mechanisms for reporting concerns about unethical or unlawful behavior, and matters related to organizational integrity, such as escalation through line management, whistleblowing mechanisms or hotlines.	In the <a href="#">Steelcase Global Business Standards</a> document, a general procedure is outlined for employees to follow when they have concerns about anything that might be considered unethical or unlawful. First, employees are encouraged to take their concerns to their manager or team leader. If they are unable to help, or if this is inappropriate, employees can use the Integrity Line. It ensures employees can speak out about situations that have the potential to cause legal, safety, environmental or other problems at work. The purpose of the Integrity Line is to help resolve concerns. Every effort is made to keep this service confidential. The consultant employees speak with is not a Steelcase employee, no recording devices are used and employees are not required to give their name. If an employee chooses to file a report, they will be given a tracking number to check on the status of the report without revealing their name.

# Specific Standard Disclosures

## Consumer Health + Safety

<b>G4-PR2</b>	Total number of incidents of non-compliance with regulations and voluntary codes concerning the health and safety impacts of products and services during their life cycle, by type of outcomes	It is a Steelcase Inc. policy to work in full cooperation with the agencies that regulate our business to ensure that it is compliant with applicable laws and regulations. In the current fiscal year, Steelcase had no material issues occur related to non-compliance with regulations or voluntary codes concerning the health and safety impacts of products or services.
---------------	---	--

## Waste

<b>G4-EN23</b>	Total weight of waste by type and disposal method	Please see the Corporate Sustainability Report, pp. 30–31 (Circular Services) and pp. 46–47 (Waste + Water).
----------------	---	--

Steelcase tracks and reports according to the following categories: landfill, incineration, compost and recycle.

Type	Disposal Method	TONS (2016)
Composting	Composted	154
Hazardous Waste	Hazardous Waste Disposal Facility	470
Incineration/Cogeneration	Incinerated	8693
Coal Ash	Landfilled	0
Enamel Cake Waste	Landfilled	261
Landfill Waste	Landfilled	2982
Non-Steel Recycling	Recycled	13,206
Steel Recycling	Recycled	12,820

## Energy

---

- G4-EN3** Energy consumption within the organization
- a. Report total fuel consumption from non-renewable sources in joules or multiples, including fuel types used.
  - b. Report total fuel consumption from renewable fuel sources in joules or multiples, including fuel types used.
  - c. Report in joules, watt-hours or multiples, the total:
    - Electricity consumption
    - Heating consumption
    - Cooling consumption
    - Steam consumption
  - d. Report in joules, watt-hours or multiples, the total:
    - Electricity sold
    - Heating sold
    - Cooling sold
    - Steam sold
  - e. Report total energy consumption in joules or multiples.
  - f. Report standards, methodologies, and assumptions used.
  - g. Report the source of the conversion factors used.

Learn about Steelcase strategies in our Corporate Sustainability Report, pp. 44–45 (Energy + Greenhouse Gas Emissions). Additionally, Steelcase shares in-depth information related to our energy usage and greenhouse gas emissions in our annual CDP submission. Please see our [2017 CDP response](#) for more information.

<p><b>G4-EN15</b> Energy intensity</p> <p>a. Report gross direct (Scope 1) GHG emissions in metric tons of CO2 equivalent, independent of any GHG trades, such as purchases, sales, or transfers of offsets or allowances.</p> <p>b. Report gases included in the calculation (whether CO2, CH4, N2O, HFCs, PFCs, SF6, NF3, or all).</p> <p>c. Report biogenic CO2 emissions in metric tons of CO2 equivalent separately from the gross direct (Scope 1) GHG emissions.</p> <p>d. Report the chosen base year, the rationale for choosing the base year, emissions in the base year, and the context for any significant changes in emissions that triggered recalculations of base year emissions.</p> <p>e. Report standards, methodologies, and assumptions used.</p> <p>f. Report the source of the emission factors used and the global warming potential (GWP) rates used or a reference to the GWP source.</p> <p>g. Report the chosen consolidation approach for emissions (equity share, financial control, operational control).</p>	<p>Learn about Steelcase energy and greenhouse gas reduction strategies in our Corporate Sustainability Report, pp. 44–45 (Energy + Greenhouse Gas Emissions). Additionally, Steelcase shares in-depth information related to our energy usage and greenhouse gas emissions in our annual CDP submission. Please see our <a href="#">2017 CDP response</a> for more information.</p>
--	--

## Diversity, Inclusion + Equal Rights

<p><b>LA12</b> Composition of governance bodies and breakdown of employees per employee category according to gender, age group, minority group membership, and others indicators of diversity.</p>	<p>Total average age of all employees:</p> <ul style="list-style-type: none"> <li>• Global: 42</li> <li>• Americas: 42</li> <li>• Asia: 36</li> <li>• EMEA: 41</li> </ul> <p>Total gender breakdown globally:</p> <ul style="list-style-type: none"> <li>• Male: 68%</li> <li>• Female: 32%</li> </ul> <p>Estimated U.S. minority breakdown:</p> <ul style="list-style-type: none"> <li>• Salaried: 11%</li> <li>• Hourly: 33%</li> <li>• All U.S.: 21%</li> </ul>
<p><b>HR3</b> Total number of incidents of discrimination and corrective action taken.</p>	<p>Steelcase takes seriously its commitment to maintaining workplaces compliant with applicable anti-discrimination laws and free from any type of discrimination. All Steelcase employees are expected to follow the Steelcase Statement of Values and Global Business Standards which include commitments to treating all people with dignity and respect and creating a culture of inclusion and non-discrimination. In the current fiscal year, Steelcase had no material issues occur related to incidents of discrimination or corrective actions taken.</p>
<p><b>LA13</b> Ratio of basic salary and remuneration of women to men by employee category, by significant locations of operations.</p>	<p>Steelcase routinely assesses discrepancies in compensation with the intent of meeting both corporate values and legal requirements regarding equal pay.</p>

## Employee Wellbeing + Development

<b>G4-LA5</b>	<p>Percentage of total workforce represented in formal joint management-worker health and safety committees that help monitor and advise on occupational health and safety programs:</p> <p>a. Report the level at which each formal joint management-worker health and safety committee typically operates within the organization.</p> <p>b. Report the percentage of the total workforce represented in formal joint management-worker health and safety committees.</p>	<p>Nearly 15 percent of our total workforce worldwide is represented in formal joint management-worker health, safety and wellness committees. These committees help monitor and advise on occupational health and safety programs.</p>
<b>G4-LA1</b>	<p>Total number and rates of new employee hires and employee turnover by age group, gender and region:</p> <p>a. Report the total number and rate of new employee hires during the reporting period, by age group, gender and region.</p> <p>b. Report the total number and rate of employee turnover during the reporting period, by age group, gender and region.</p>	<p>Approximate total new hires worldwide: 3,465.</p> <p>Approximate turnover rates by region:</p> <ul style="list-style-type: none"> <li>• Americas: 19.1%</li> <li>• Asia: 17.0%</li> <li>• EMEA: 6.9%</li> </ul> <p>Approximate turnover rates by gender:</p> <ul style="list-style-type: none"> <li>• Male: 14.4%</li> <li>• Female: 17.6%</li> </ul> <p>Approximate turnover rates by generation:</p> <ul style="list-style-type: none"> <li>• Boomers: 7.0%</li> <li>• Gen X: 8.4%</li> <li>• Gen Y: 31%</li> </ul>
<b>G4-LA10</b>	<p>Programs for skills management and lifelong learning that support the continued employability of employees and assist them in managing career endings:</p> <p>a. Report on the type and scope of programs implemented and assistance provided to upgrade employee skills.</p> <p>b. Report on the transition assistance programs provided to facilitate continued employability and the management of career endings resulting from retirement or termination of employment.</p>	<p>Please see our Corporate Sustainability Report, pp. 40–41 (Learning + Development) for more information.</p>

## Business Integrity

<b>S08</b>	<p>Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with laws and regulations.</p>	<p>As a 100+ year old industry-leading company with global operations, Steelcase Inc. gets involved in periodic legal proceedings including contract disputes and other claims arising from time to time in the normal course of business. Steelcase business practices have been sound throughout our existence, and we believe there is no past, current, or contemplated future situation that would have any material adverse effect on Steelcase's integrity, financial stability or reputation, or that should cause our customers concern regarding Steelcase's overall business practices or continuing ability to serve them.</p>
------------	---	--

<b>G4-PR7</b>	<p>Total number of incidents of non-compliance with regulations and voluntary codes concerning marketing communications, including advertising, promotion, and sponsorship, by type of outcomes:</p> <p>a. Report the total number of incidents of non-compliance with regulations and voluntary codes concerning marketing communications, including advertising, promotion, and sponsorship, by:</p> <ul style="list-style-type: none"> <li>- Incidents of non-compliance with regulations resulting in a fine or penalty</li> <li>- Incidents of non-compliance with regulations resulting in a warning</li> <li>- Incidents of non-compliance with voluntary codes</li> </ul> <p>b. If the organization has not identified any non-compliance with regulations and voluntary codes, a brief statement of this fact is sufficient.</p>	<p>During the fiscal year there were no instances identified of non-compliance with regulations or voluntary codes concerning marketing communications.</p>
<b>G4-SO4</b>	<p>Communication and training on anti-corruption policies and procedures:</p> <p>a. Report the total number and percentage of governance body members that the organization's anti-corruption policies and procedures have been communicated to, broken down by region.</p> <p>b. Report the total number and percentage of employees that the organization's anti-corruption policies and procedures have been communicated to, broken down by employee category and region.</p> <p>c. Report the total number and percentage of business partners that the organization's anti-corruption policies and procedures have been communicated to, broken down by type of business partner and region.</p> <p>d. Report the total number and percentage of governance body members that have received training on anti-corruption, broken down by region.</p> <p>e. Report the total number and percentage of employees that have received training on anti-corruption, broken down by employee category and region.</p>	<p>Globally, all salaried and hourly employees are required to take policy and compliance training regarding our <a href="#">Global Business Standards</a>. We have updated the GBS course materials and plan to roll out training during FY2018. In addition, Foreign Corrupt Practices training is required for sales and other employees where applicable.</p>

## Sustainable Business Innovation

<b>EN1</b>	Materials used by weight or volume	Some of the key materials Steelcase uses in products include steel, petroleum-based products, aluminum, other metals, wood, particleboard and other materials and components. Due to the complexity of manufacturing Steelcase products, material weight and volume vary significantly by product type and options selected. Steelcase calculates materials used by products on an individual basis. For more information on how Steelcase incorporates sustainability in our materials, products and services, please see our Corporate Sustainability Report, pp. 26–27 (Innovative Products + Spaces), pp. 30–31 (Circular Services) and website: <a href="https://csr.steelcase.com">csr.steelcase.com</a>
<b>EN2</b>	Percentage of materials used that are recycled input materials	Steelcase’s approach to embedding sustainability into its business systems is holistic, research-based and measurable. Every step of the way—from design, manufacture, delivery and product life cycle—Steelcase considers the impact of its products and processes on human and environmental health. For our operational initiatives and progress, please see our Corporate Sustainability Report, pp. 26–27 (Innovative Products + Spaces), pp. 30–31 (Circular Services).  For more detailed information about the recycled content in our products, please reference Product Environmental Profiles which are available in the <a href="#">Document Library</a> of <a href="https://steelcase.com">steelcase.com</a>
<b>EN27</b>	Extent of impact mitigation of environment impacts of products and services	See EN2
<b>EN28</b>	Percentage of products sold and their packaging materials that are reclaimed by category	Designing products for disassembly and recyclability is an embedded approach in Steelcase’s product development process. To explore our sustainability product design platforms, including our transportation and packaging strategies, please see pp. 26–27 (Innovative Products + Spaces) and pp. 48–49 (Transportation + Packaging).  Steelcase offers a convenient way for businesses to responsibly dispose of furniture and equipment, with options ranging from refurbishing and resale, to donation or recycling. For details on how we help our customers with end-of-use strategies, please see pp. 30–31 (Circular Services).