



Global Reporting Initiative Index

General Standard Disclosures

Strategy + Analysis (102-14 - 102-15)

G4-1	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. 4 (Welcome from Jim Keane)
G4-2	Description of key impacts, risks, and opportunities	Annual Report pp. 1–10

Organizational Profile

102-1	Name of the organization	Steelcase Inc.
102-2	a. A description of the organization's activities. b. Primary brands, products, and services, including an explanation of any products or services that are banned in certain markets.	Annual Report pp. 1–2
102-3	Location of organization's headquarters	Steelcase is headquartered in Grand Rapids, Michigan, U.S.A.
102-4	Number of countries where the organization operates, and the names of countries where it has significant operations and/or that are relevant to the topics covered in the report.	www.steelcase.com
102-5	Nature of ownership and legal form.	Steelcase Inc. (SCS) is a publicly traded company listed on the New York Stock Exchange.
102-6	a. Markets served, including: i. Geographic locations where products and services are offered; ii. Sectors served; iii. Types of customers and beneficiaries.	Annual Report pp. 2–4
102-7	a. Scale of the organization, including: i. Total number of employees; ii. Total number of operations; iii. Net sales (for private sector organizations) or net revenues (for public sector organizations); iv. Total capitalization (for private sector organizations) broken down in terms of debt and equity; v. Quantity of products or services provided.	Annual Report Intro

- 102-8**
- a. Total number of employees by employment contract (permanent and temporary), by gender.
 - b. Total number of employees by employment contract (permanent and temporary), by region.
 - c. Total number of employees by employment type (full-time and part-time), by gender.
 - d. Whether a significant portion of the organization’s activities are performed by workers who are not employees. If applicable, a description of the nature and scale of work performed by workers who are not employees.
 - e. Any significant variations in the numbers reported in Disclosures 102-8-a, 102-8-b, and 102-8-c (such as seasonal variations in the tourism or agricultural industries).
 - f. An explanation of how the data have been compiled, including any assumptions made.

TOTAL NUMBER OF EMPLOYEES BY EMPLOYMENT CONTRACT AND GENDER- TEMPS, CONTRACTORS NOT INCLUDED

Female	3,669
Male	7,504
Unknown	6
Total	11,179

TOTAL NUMBER OF PERMANENT EMPLOYEES BY EMPLOYMENT TYPE AND GENDER

	Americas	Asia (APAC)	Europe (EMEA)	Total
Female Dealer	-	-	51	74
Female Employee	2,367	515	736	3,618
Female Non-Employee	-	19	75	94
Female Total	2,367	534	862	3,763
Male Dealer	-	-	54	54
Male Employee	5,133	817	1,492	7,442
Male Non-Employee	-	12	193	205
Male Total	5,133	829	1,739	7,701
Grand Total	7,500	1,363	2,601	11,464

TOTAL WORKFORCE BY REGION AND GENDER

	Americas	Asia (APAC)	Europe (EMEA)	Total
	8,830	1,661	3,019	13,510

Self-employed, workers other than employees or supervised workers do not make up a substantial portion of the organization’s work.

102-9	A description of the organization’s supply chain, including its main elements as they relate to the organization’s activities, primary brands, products, and services.	Annual Report pp. 5–6
102-10	<p>a. Significant changes to the organization’s size, structure, ownership, or supply chain, including:</p> <p>i. Changes in the location of, or changes in, operations, including facility openings, closings, and expansions;</p> <p>ii. Changes in the share capital structure and other capital formation, maintenance, and alteration operations (for private sector organizations);</p> <p>iii. Changes in the location of suppliers, the structure of the supply chain, or relationships with suppliers, including selection and termination.</p>	<p>In November 2017, Steelcase acquired AMQ Solutions, a California-based provider of height adjustable desking, benching and seating for workstations in the open plan, collaborative environments and training rooms. This report does not include information related to AMQ at this time.</p> <p>Annual Report</p>
102-11	Whether and how the organization applies the Precautionary Principle or approach.	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. 24 and 42 (Customers and Environment).

102-12	A list of externally-developed economic, environmental and social charters, principles or other initiatives to which the organization subscribes, or which it endorses.	Steelcase participates in the following initiatives: <ul style="list-style-type: none">• AFNOR NF Environment certification program• BIFMA level® certification program• Blue Angel certification program• CDP• Circular Economy 100 (CE100)• Civic 50• Cradle to Cradle Certified™ Products Program• Eco-Management and Audit Scheme (EMAS)• Forestry Stewardship Council Chain of Custody certification• Global Reporting Initiative• ISO 14001• ISO 26000• LEED® certification program• OEKO-TEX® certification program• OHSAS 18001• Programme for the Endorsement of Forest Certification• Renewable Energy 100 (RE100)• SCS Indoor Advantage™ certification program• World 50• U.S. EPA Green Power Partnership• UN Global Compact
---------------	---	--

<p>102-13</p>	<p>A list of the main memberships of industry or other associations, and national or international advocacy organizations.</p>	<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"> • Business and Industrial Furniture Manufacturers Association (BIFMA) • Business Leaders for Michigan • Business Roundtable • Circular Economy 100 (CE100) • Design Industry for Fighting Aids (DIFA) • Gilda’s Club, Leadership and Incubation • Grand Rapids Community College Diversity Speaker Series Sponsor • Greenbiz Executive Forum (GBEN) • Michigan Manufacturing Association • Michigan Minority Supplier Development Council • National Association of Manufacturers • National Association of World Affairs, Executive Leadership Council, Diversity Executive • National Civil Rights Museum • National Minority Supplier Development Council • Renewable Energy 100 (RE100) • Sustainable Brands • Student Advancement Foundation • Talent 2025 • United Way • University Prep Academy • West Michigan Center for Arts & Technology (WMCAT) • West Michigan Environmental Action Council <p>For more information on our partnerships and commitments, please see our Corporate Sustainability Report, pp. 34-35 (Communities), and the Community Relations page on our website.</p>
<p>102-14</p>	<p>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 its strategy for addressing sustainability.</p>	<p>Corporate Sustainability Report pp. 4-5 (Welcome from Jim Keane) csr.steelcase.com</p>
<p>102-15</p>	<p>A description of key impacts, risks, and opportunities.</p>	<p>Annual Report pp. 1-11</p>

Ethics + Integrity

102-16	A description of the organization’s values, principles, standards, and norms of behavior.	<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"> • Steelcase Global Business Standards • Steelcase Code of Business Conduct • Steelcase Code of Ethics for Chief Executive and Senior Financial Officers
102-17	<p>a. A description of internal and external mechanisms for:</p> <p>i. Seeking advice about ethical and lawful behavior, and organizational integrity;</p> <p>ii. Reporting concerns about unethical or unlawful behavior, and organizational integrity.</p>	<p>In the Steelcase Global Business Standards 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 may 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.</p> <p>Global Business Standards</p>

Governance

102-18	<p>a. Governance structure of the organization, including committees of the highest governance body.</p> <p>b. Committees responsible for decision-making on economic, environmental, and social topics.</p>	Steelcase Inc. Board of Directors
--------	--	---

Stakeholder Engagement

102-40	A list of stakeholder groups engaged by the organization.	<p>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. 8–9 (Our Sustainability Promise).</p>
--------	---	---

102-41	Percentage of total employees covered by collective bargaining agreements.	<p>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.</p> <p>Americas:</p> <p>Steelcase Transport - 100%</p> <p>Designitex: 45 union employees vs. 250 total US employees = 18%</p> <p>Polyvision: 42 union employees out of 82 total US employees = 51%</p> <p>130 Work Council employees in Genk out of a total of 135 EMEA/APAC employees = 96%</p> <p>France, Germany, Czech Republic, and Spain: 100%</p> <p>Mexico: 80%</p>
102-42	The basis for identifying and selecting 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.
102-43	The organization's approach to stakeholder engagement, including frequency of engagement by type and by stakeholder group, and in indication of whether any of the engagement was undertaken specifically as part of the report preparation process.	<p>Key Actions p. 8</p> <p>GRI Index Introduction pp. 48-49</p>
102-44	<p>a. Key topics and concerns that have been raised through stakeholder engagement, including:</p> <p>i. How the organization has responded to those key topics and concerns, including through its reporting;</p> <p>ii. The stakeholder groups that raised each of they key topics and concerns.</p>	<p>Our Vision pp. 6-7</p> <p>Our Sustainability Promise pp. 8-9</p> <p>Key Actions p. 8</p>

Reporting Practice

102-45	<p>a. A list of all entities included in the organization's consolidated financial statements or equivalent documents.</p> <p>b. Whether any entity included in the organization's consolidated financial statements or equivalent documents is not covered by the report.</p>	<p>Annual Report</p> <p>Not applicable</p>
--------	--	--

102-46	<p>a. An explanation of the process for defining the report content and the topic Boundaries.</p> <p>b. An explanation of how the organization has implemented the Reporting Principles for defining report content.</p> <p>6.1 When compiling the information specified in Disclosure 102-46, the reporting organization shall include an explanation of how the Materiality principle was applied to identify material topics, including any assumptions made.</p>	Please see the GRI Index Introduction on pg. 48-49
102-47	A list of the material topics identified in the process for defining report content.	Business Integrity, Consumer Health + Safety, Diversity, Inclusion + Equal Rights, Employee Wellbeing + Development, Energy + Emissions, Sustainable Business Integration, and Waste
102-48	The effect of any restatements of information given in previous reports, and the reasons for such statements.	There are no restatements of information provided in previous reports.
102-49	Significant changes from previous reporting periods in the list of material topics and topic Boundaries.	No significant changes.
102-50	Reporting period for the information provided.	This report covers the calendar year 2017 (CY2017), spanning January 1, 2017, to December 31, 2017 and the company's fiscal year 2018 (FY2018), spanning February 25, 2017 to February 23, 2018. Key environmental impact metrics (energy, GHG emissions, VOCs, water and waste) are tracked on a calendar year basis for 2017 (CY2017).
102-51	If applicable, the date of the most recent previous report.	The previous Steelcase Corporate Sustainability Report was published in December 2017 and covered calendar year 2016 (CY2016) and Steelcase's fiscal year 2017 (FY2017), February 27, 2016 to February 24, 2017.
102-52	Reporting cycle.	Steelcase publishes a corporate sustainability report annually.
102-53	The contact point for questions regarding the report or its contents.	sustainability@steelcase.com
102-54	<p>a. The claim made by the organization, if it has prepared a report in accordance with the GRI Standards, either:</p> <p>i. 'This report has been prepared in accordance with the GRI Standards: Core option';</p> <p>ii. 'This report has been prepared in accordance with the GRI Standards: Comprehensive option'.</p>	Steelcase is reporting at the "Core" level for the 2018 GRI report.

102-55	<p>a. The GRI content index, which specifies each of the GRI Standards used and lists all disclosures included in the report.</p> <p>b. For each disclosure, the content index shall include:</p> <ul style="list-style-type: none"> i. The number of the disclosure (for disclosures covered by the GRI Standards); ii. The page number(s) or URL(s) where the information can be found, either within the report or in other published materials; iii. If applicable, and where permitted, the reason(s) for omission when a required disclosure cannot be made. <p>6.3 When reporting the GRI content index as specified in Disclosure 102-55, the reporting organization shall:</p> <p>6.3.1 Include the words 'GRI Content Index' in the title;</p> <p>6.3.2 Present the completed GRI content index in one location;</p> <p>6.3.3 Include in the report a link or reference to the GRI content index, if it is not provided in the report itself;</p> <p>6.3.4 For each GRI Standard used, include the title and publication year (e.g., GRI 102: General Disclosure 2016);</p> <p>6.3.5 Include any additional material topics reported on which are not covered by the GRI Standards, including page number(s) or URL(s) where the information can be found.</p>	<p>We provide a complete GRI Standards content index in our Corporate Sustainability Report, starting on pg. 50.</p>
102-56	<p>a. A description of the organization's policy and current practice with regard to seeking external assurance for the report.</p> <p>b. If the report has been externally assured:</p> <ul style="list-style-type: none"> i. A reference to the external assurance report, statements, or opinions. If not included in the assurance report accompanying the sustainability report, a description of what has and what has not been assured and on what basis, including the assurance standards used, the level of assurance obtained, and any limitations of the assurance process; ii. The relationship between the organization and the assurance provider; iii. Whether and how the highest governance body or senior executives are involved in seeking external assurance for the organization's sustainability report. 	<p>At this time, Steelcase does not utilize an external organization to assess this report.</p>

Management Approach

- 103-1**
- a. An explanation of why the topic is material.
 - b. The Boundary for the material topic, which includes a description of:
 - i. Where the impacts occur;
 - ii. The organization’s involvement with the impacts. For example, whether the organization has caused or contributed to the impacts, or is directly linked to the impacts through its business relationships.
 - c. Any specific limitation regarding the topic Boundary.

All material aspects apply to all Steelcase operations, the boundaries of which include all Steelcase owned and leased locations.

As a part of our sustainability reporting and materiality assessment, Steelcase considers a number of external entities, groups of entities and elements which are likely to have a significant relationship with our material indicators. These relationships are considered wherever Steelcase has significant operations which may impact stakeholders.

	CUSTOMERS	PARTNERS	COMMUNITIES	EMPLOYEES	ENVIRONMENT
Business Integrity	x	x	x	x	x
Consumer Health + Safety	x	x	x	x	x
Employee Wellbeing + Development	x	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

Specific Standard Disclosures

Consumer Health + Safety

<p>416-2</p>	<p>Incidents of non-compliance concerning the health and safety impacts of products and services</p> <p>a. Total number of incidents of non-compliance with regulations and/or voluntary codes concerning the health and safety impacts of products and services within the reporting period, by:</p> <p>i. incidents of non-compliance with regulations resulting in a fine or penalty;</p> <p>ii. incidents of non-compliance with regulations resulting in a warning;</p> <p>iii. incidents of non-compliance with voluntary codes.</p> <p>b. if the organization has not identified any non-compliance with regulations and/or voluntary codes, a brief statement of this fact is sufficient.</p>	<p>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.</p> <p>http://ir.steelcase.com/</p>
---------------------	---	--

Waste

- 306-2** Waste by type and disposal method
- a. Total weight of hazardous waste, with a breakdown by the following disposal methods where applicable:
 - i. Reuse
 - ii. Recycling
 - iii. Composting
 - iv. Recovery, including energy recovery
 - v. Incineration (mass burn)
 - vi. Deep well injection
 - vii. Landfill
 - viii. On-site storage
 - ix. Other (to be specified by the organization)
 - b. Total weight of non-hazardous waste, with a breakdown by the following disposal methods where applicable:
 - i. Reuse
 - ii. Recycling
 - iii. Composting
 - iv. Recovery, including energy recovery
 - v. Incineration (mass burn)
 - vi. Deep well injection
 - vii. Landfill
 - viii. On-site storage
 - ix. Other (to be specified by the organization)
 - c. How the waste disposal method has been determined:
 - i. Disposed of directly by the organization, or otherwise directly confirmed
 - ii. Information provided by the waste disposal contractor
 - iii. Organizational defaults of the waste disposal contractor

Please see the Corporate Sustainability Report, pp. 28–29 (Circular Services) and pp. 44–45 (Waste + Water).

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

Type	Disposal Method	TONS (2017)
Sawdust + wood waste	Incinerated	8,472
Steel recycled	Recycled	12,463
Non-steel recycled	Recycled	6,315
Powder recycled	Recycled	972
Composting	Composting	219
Oil	Hazardous and oil	6
Coal ash, sawdust, wood + trash	Landfilled	11,105
Hazardous	Landfilled	732

Energy

- 302-1** Energy consumption within the organization
- a. Total fuel consumption within the organization from non-renewable sources, in joules or multiples, including fuel types used.
 - b. Total fuel consumption within the organization from renewable sources, in joules or multiples, including fuel types used.
 - c. In joules, watt-hours or multiples, the total:
 - Electricity consumption
 - Heating consumption
 - Cooling consumption
 - Steam consumption
 - d. In joules, watt-hours or multiples, the total:
 - Electricity sold
 - Heating sold
 - Cooling sold
 - Steam sold
 - e. Total energy consumption within the organization, in joules or multiples.
 - f. Standards, methodologies, assumptions, and/or calculation tools used.
 - g. Source of the conversion factors used.
- 2.1 When compiling the information specified in Disclosure 302-1, the reporting organization shall:
- 2.1.1 avoid the double counting of fuel consumption, when reporting self-generated energy consumption. If the organization generate electricity from a non-renewable or renewable fuel source and then consumes the generated electricity, the energy consumption shall be counted once under fuel consumption;
 - 2.1.2 report fuel consumption separately for non-renewable and renewable fuel sources;
 - 2.1.3 only report energy consumed by entities owned or controlled by the organization

Learn about Steelcase energy and greenhouse gas reduction strategies in our Corporate Sustainability Report, pp. 42–43 (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.

G4-EN15	<p>Energy intensity</p> <ol style="list-style-type: none"> 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. Report gases included in the calculation (whether CO₂, CH₄, N₂O, HFCs, PFCs, SF₆, NF₃, or all). Report biogenic CO₂ emissions in metric tons of CO₂ equivalent separately from the gross direct (Scope 1) GHG emissions. 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. Report standards, methodologies, and assumptions used. Report the source of the emission factors used and the global warming potential (GWP) rates used or a reference to the GWP source. Report the chosen consolidation approach for emissions (equity share, financial control, operational control). 	<p>Learn about Steelcase energy and greenhouse gas reduction strategies in our Corporate Sustainability Report, pp. 42–43 (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>
----------------	---	--

Emissions

305-1	<p>Energy intensity</p> <ol style="list-style-type: none"> 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. Report gases included in the calculation (whether CO₂, CH₄, N₂O, HFCs, PFCs, SF₆, NF₃, or all). Report biogenic CO₂ emissions in metric tons of CO₂ equivalent separately from the gross direct (Scope 1) GHG emissions. 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. Report standards, methodologies, and assumptions used. Report the source of the emission factors used and the global warming potential (GWP) rates used or a reference to the GWP source. Report the chosen consolidation approach for emissions (equity share, financial control, operational control). 	See 302-1.
--------------	---	------------

Diversity, Inclusion + Equal Rights

405-1	<p>Diversity of governance bodies and employees</p> <p>a. Percentage of individuals within the organization’s governance bodies in each of the following diversity categories:</p> <p>i. Gender;</p> <p>ii. Age group: under 30 years old, 30-50 years old, over 50 years old;</p> <p>iii. Other indicators of diversity where relevant (such as minority or vulnerable groups).</p> <p>b. Percentage of employees per employee category in each of the following diversity categories:</p> <p>i. Gender;</p> <p>ii. Age group: under 30 years old, 30-50 years old, over 50 years old;</p> <p>iii. Other indicators of diversity where relevant (such as minority or vulnerable groups).</p>	<p>Total average age of all employees:</p> <ul style="list-style-type: none"> • Global: 41 • Americas: 42 • Asia: 36 • EMEA: 41 <p>Total gender breakdown globally:</p> <ul style="list-style-type: none"> • Male: 67% • Female: 33% <p>Estimated U.S. minority breakdown:</p> <ul style="list-style-type: none"> • Salaried: 11% • Hourly: 33% • All U.S.: 22%
406-1	<p>Incidents of discrimination and corrective actions taken</p> <p>a. Total number of incidents of discrimination during the reporting period.</p> <p>b. Status of the incidents and actions taken with reference to the following:</p> <p>i. Incident reviewed by the organization;</p> <p>ii. Remediation plans being implemented;</p> <p>iii. Remediation plans that have been implemented, with results reviewed through routine internal management review processes;</p> <p>iv. Incident no longer subject to action</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 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>
405-2	<p>Ratio of basic salary and remuneration of women to men</p> <p>a. Ratio of the basic salary and remuneration of women to men for each employee category, by significant locations of operation.</p> <p>b. The definition used for ‘significant locations of operation’.</p>	<p>Steelcase routinely assesses discrepancies in compensation with the intent of meeting both legal requirements and corporate values regarding equal pay.</p>

Employee Wellbeing + Development

<p>403-1</p> <p>Workers representation in formal joint management - worker health and safety committees</p> <p>a. The level at which each formal joint management-worker health and safety committee typically operates within the organization.</p> <p>b. Percentage of workers whose work, or work-place, is controlled by the organization, that are represented by 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>
<p>401-1</p> <p>New employee hires and employee turnover</p> <p>a. Total number and rate of new employee hire during the reporting period, by age group, gender and region.</p> <p>b. Total number and rate of employee turnover during the reporting period, by age group, gender and region.</p>		<p>Approximate total new hires worldwide: 2,857.</p> <p>Approximate turnover rates by region:</p> <ul style="list-style-type: none"> • Americas: 18.9% • Asia: 15.7% • EMEA: 6.5% <p>Approximate turnover rates by gender:</p> <ul style="list-style-type: none"> • Male: 16.8% • Female: 14.6% <p>Approximate turnover rates by generation:</p> <ul style="list-style-type: none"> • Boomers: 6.4% • Gen X: 7.8% • Gen Y: 29.8%
<p>404-2</p> <p>Programs for upgrading employee skills and transition assistance programs</p> <p>a. Type and scope of programs implemented and assistance provided to upgrade employee skills.</p> <p>b. 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, p. 38 (Learning + Development) for more information.</p>

Business Integrity

<p>419-1</p> <p>Non-compliance with laws and regulations in the social and economic area</p> <p>a. Significant fines and non-monetary sanctions for non-compliance with laws and/or regulations in the social and economic area in terms of:</p> <p>i. total monetary value of significant fines;</p> <p>ii. total number of non-monetary sanctions;</p> <p>iii. cases brought through dispute resolution mechanisms.</p> <p>b. If the organization has not identified any non-compliance with laws and/or regulations, a brief statement of this fact is sufficient.</p> <p>c. The context against which significant fines and non-monetary sanctions were incurred.</p>		<p>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.</p>
--	--	---

<p>417-3</p> <p>Incidents of non-compliance concerning marketing communications</p> <p>a. Total number of incidents of non-compliance with regulations and/or voluntary codes concerning marketing communications, including advertising, promotion, and sponsorship, by:</p> <p>i. incidents of non-compliance with regulations resulting in a fine or penalty;</p> <p>ii. incidents of non-compliance with regulations resulting in a warning;</p> <p>iii. incidents of non-compliance with voluntary codes.</p> <p>b. If the organization has not identified any non-compliance with regulations and/or voluntary codes, a brief statement of this fact is sufficient.</p> <p>2.2 When compiling the information specified in Disclosure 417-2, the reporting organization shall:</p> <p>2.2.1 exclude incidents of non-compliance in which the organization was determined not to be at fault;</p> <p>2.2.2 if applicable, identify any incidents of non-compliance that relate to events in periods prior to the reporting period.</p>		<p>During the fiscal year there were no instances identified of non-compliance with regulations or voluntary codes concerning marketing communications.</p>
<p>205-2</p> <p>Communication and training about anti-corruption policies and procedures</p> <p>a. 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. 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. 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. Describe if the organization's anti-corruption policies and procedures have been communicated to any other persons or organizations.</p> <p>d. Total number and percentage of governance body members that have received training on anti-corruption, broken down by region.</p> <p>e. 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 Global Business Standards. 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

301-1	<p>Materials used by weight or volume</p> <p>a. Total weight or volume of materials that are used to produce and package the organization's primary products and services during the reporting period, by:</p> <p>i. non-renewable materials used;</p> <p>ii. Renewable materials used.</p>	<p>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. 24-25 (End-of-Use Strategies and Innovative Products + Spaces). csr.steelcase.com</p>
301-2	<p>Recycled input materials used</p> <p>a. Percentage of recycled input materials used to manufacture the organization's primary products and services.</p>	<p>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. 24-25 (End-of-Use Strategies and Innovative Products + Spaces). http://www.steelcase.com/resources/documents/?tax[doctype]=product-environmental-profile</p>
301-3	<p>Reclaimed products and their packaging materials</p> <p>a. Percentage of reclaimed products and their packaging materials for each product category.</p> <p>B. How the data for this disclosure have been collected.</p>	<p>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. 24-25 (Innovative Products + Spaces) and pp. 46-47 (Transportation + Packaging).</p> <p>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. 28-29 (Circular Services).</p>
