Global Reporting Initiative Index

Every year Steelcase annually reports on its vision, goals and progress related to sustainability initiatives. The GRI Standards offer additional information about our sustainability strategy and progress.

We use an approach of transparency and authenticity to underscore our reporting, and continue to refine our reporting practices to help stakeholders understand our 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 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 potential 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 potential material issue is evaluated based on its influence on external stakeholders' decisions and assessments and 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. 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 (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. 5-6 (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. 1-4
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.	Annual Report pp. 3-5
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. 1-5
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, pp. 6 & Tab 102-8

102-8	a. Total number of employees by employment contract (permanent and temporary), by gender.

TOTAL NUMBER OF PERMANENT EMPLOYEES BY EMPLOYMENT TYPE AND GENDER

	Americas	Asia (APAC)	Europe (EMEA)	Total
Female Dealer	-	-	64	64
Female Employee	2,673	533	738	3,944
Female Non-Employee	65	22	87	174
Female Total	**2,738**	**555**	**889**	**4,182**
Male Dealer	-	-	83	83
Male Employee	5,326	877	1,449	7,652
Male Non-Employee	68	16	207	291
Male Total	**5,394**	**893**	**1,739**	**8,026**
Grand Total	**8,132**	**1,448**	**2,628**	**12,208**

102-8

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.

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

102-10 — a. Significant changes to the organization's size, structure, ownership, or supply chain, including:

i. Changes in the location of, or changes in, operations, including facility openings, closings, and expansions;

ii. Changes in the share capital structure and other capital formation, maintenance, and alteration operations (for private sector organizations);

iii. Changes in the location of suppliers, the structure of the supply chain, or relationships with suppliers, including selection and termination.

Steelcase has acquired three companies, each with operations and logistics activities. Their facilities are located in the US and UK. All three have been integrated into the Steelcase Environmental Management System.

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. 29 and 39 (Sustainable Procurement Strategies and Climate + Energy).

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: • AFNOR NF Environment certification program • BIFMA level® certification program • Blue Angel certification program • CDP • China Environmental Labeling Product • Circular Economy 100 (CE100) • Civic 50 • Cradle to Cradle® certification program • Eco-Management and Audit Scheme (EMAS) • FEMB level certification program • Forestry Stewardship Council Chain of Custody certification • Furntech-AFRDI Green Tick • 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

102-13	A list of the main memberships of industry or other associations, and national or international advocacy organizations.	There are a number of organizations around the world that we are members and active partners in. Here are a few: • American Center for Life Cycle Assessment • Beyond Benign • Business and Industrial Furniture Manufacturers Association (BIFMA) • Business Climate Leaders • Business Leaders for Michigan • Business Roundtable • Circular Economy 100 (CE100) • Gilda's Club, Leadership and Incubation • Grand Rapids Community College Diversity Speaker Series Sponsor • Greenbiz Executive Forum (GBEN) • Green Chemistry & Commerce Council • Michigan Manufacturing Association • Michigan Minority Supplier Development Council • National Civil Rights Museum • National Minority Supplier Development Council • Renewable Energy 100 (RE100) • Sustainable Chemistry Alliance • Student Advancement Foundation • Talent 2025 • United Way • University Prep Academy • We Are Still In • We Mean Business Coalition • West Michigan Center for Arts & Technology (WMCAT) • West Michigan Environmental Action Council • West Michigan Sustainable Business Forum • World Affairs Council For more information on our partnerships and commitments, please see our Corporate Sustainability Report, pp. 35–36 (Supplier Relationships), and the Community Relations page on our website.
102-14	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.	Corporate Sustainability Report pp. 5-6 (Welcome from Jim Keane)
102-15	A description of key impacts, risks, and opportunities.	Annual Report pp. 1-12

Ethics + Integrity

102-16	A description of the organization's values, principles, standards and norms of behavior.	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:

• Steelcase Global Business Standards
• Steelcase Code of Business Conduct
• Steelcase Code of Ethics for Chief Executive and Senior Financial Officers

102-17	a. A description of internal and external mechanisms for: i. Seeking advice about ethical and lawful behavior, and organizational integrity; ii. Reporting concerns about unethical or unlawful behavior, and organizational integrity.	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 can use the Integrity Helpline. 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 Helpline 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, except where local law precludes anonymous reporting, 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.

Governance

102-18	a. Governance structure of the organization, including committees of the highest governance body. b. Committees responsible for decision-making on economic, environmental and social topics.	See Steelcase Inc. Corporate Governance Overview

Stakeholder Engagement

102-40	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. 9-10 (Our Sustainability Promise).

102-41	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%
		Designtex: 45 union employees vs. 250 total US employees = 18%
		Polyvision: 42 union employees out of 82 total US employees = 51%
		130 Work Council employees in Genk out of a total of 135 EMEA/APAC employees = 96%
		France, Germany, Czech Republic, and Spain: 100%
		Mexico: 80%
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.	Key Actions p. 9 GRI Index Introduction pp. 45-46
102-44	a. Key topics and concerns that have been raised through stakeholder engagement, including: i. How the organization has responded to those key topics and concerns, including through its reporting; ii. The stakeholder groups that raised each of the key topics and concerns.	

Reporting Practice

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

102-46	a. An explanation of the process for defining the report content and the topic Boundaries. b. An explanation of how the organization has implemented the Reporting Principles for defining report content. 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.	See GRI Index 102-46 - pp. 45-46
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 2018 (CY2018), spanning January 1, 2018, to December 31, 2018 and the company's fiscal year 2019 (FY2019), spanning February 26, 2018 to February 25, 2019. Key environmental impact metrics (energy, GHG emissions, VOCs, water and waste) are tracked on a calendar year basis for 2018 (CY2018).
102-51	If applicable, the date of the most recent previous report.	The previous Steelcase Corporate Sustainability Report was published in December 2018 and covered calendar year 2017 (CY2017) and Steelcase's fiscal year 2018 (FY2018), February 25, 2017 to February 25, 2018.
102-52	Reporting cycle.	Steelcase publishes an annual Corporate Sustainability Report.
102-53	The contact point for questions regarding the report or its contents.	sustainability@steelcase.com
102-54	a. The claim made by the organization, if it has prepared a report in accordance with the GRI Standards, either: i. 'This report has been prepared in accordance with the GRI Standards: Core option'; ii. 'This report has been prepared in accordance with the GRI Standards: Comprehensive option'.	Steelcase is reporting at the "Core" level for the 2019 GRI report.

102-55	a. The GRI content index, which specifies each of the GRI Standards used and lists all disclosures included in the report.	We provide a complete GRI Standards content index in our Corporate Sustainability Report, starting on p. 47.
	b. For each disclosure, the content index shall include:	
	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.	
	6.3 When reporting the GRI content index as specified in Disclosure 102-55, the reporting organization shall:	
	6.3.1 Include the words 'GRI Content Index' in the title;	
	6.3.2 Present the completed GRI content index in one location;	
	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;	
	6.3.4 For each GRI Standard used, include the title and publication year (e.g., GRI 102: General Disclosure 2016);	
	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.	
102-56	a. A description of the organization's policy and current practice with regard to seeking external assurance for the report.	At this time, Steelcase does not utilize an external organization to assess this report.
	b. If the report has been externally assured:	
	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.	

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	x
Sustainable Business Integration	x	x	x	x	x
Waste	x		x	x	x

Specific Standard Disclosures

Consumer Health + Safety

416-2   Incidents of non-compliance concerning the health and safety impacts of products and services

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:

i. incidents of non-compliance with regulations resulting in a fine or penalty;

ii. incidents of non-compliance with regulations resulting in a warning;

iii. incidents of non-compliance with voluntary codes.

b. If the organization has not identified any non-compliance with regulations and/or voluntary codes, a brief statement of this fact is sufficient.

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

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. 31-32 (Service Offerings) and pp. 41-42 (Waste + Water).

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

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Type	Disposal Method	TONS (2018)
Trash incineration	Incinerated	778
Sawdust incineration	Incinerated	1,104
Wood incineration	Incinerated	138
Steel recycled	Recycled	13,147
Non-steel recycled	Recycled	14,942
Powder recycled	Recycled	1,035
Composting	Composting	165
Trash landfilled	Landfilled	2,946
Coal Ash	Landfilled	42
Hazardous and oil	Landfilled	517
Sawdust landfilled	Landfilled	658
Wood landfilled	Landfilled	11,104

Energy + Emissions

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.

Learn about Steelcase strategies in our Corporate Sustainability Report, pp. 39-40 (Climate + Energy). Additionally, Steelcase shares in-depth information related to our energy usage and greenhouse gas emissions in our annual CDP submission. Please see our 2018 CDP response for more information.

305-1 Energy intensity

a. Report gross direct (Scope 1) GHG emissions in metric tons of CO_2 equivalent, independent of any GHG trades, such as purchases, sales, or transfers of offsets or allowances.

b. Report gases included in the calculation (whether CO_2, CH_4, N_2O, HFCs, PFCs, SF6, NF3, or all).

c. Report biogenic CO_2 emissions in metric tons of CO_2 equivalent separately from the gross direct (Scope 1) GHG emissions.

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.

e. Report standards, methodologies, and assumptions used.

f. Report the source of the emission factors used and the global warming potential (GWP) rates used or a reference to the GWP source.

g. Report the chosen consolidation approach for emissions (equity share, financial control, operational control).

See 302-1.

Diversity, Inclusion + Equal Rights

405-1   Diversity of governance bodies and employees

a. Percentage of individuals within the organization's governance bodies in each of the following diversity categories:

i. Gender;

ii. Age group: under 30 years old, 30-50 years old, over 50 years old;

iii. Other indicators of diversity where relevant (such as minority or vulnerable groups).

b. Percentage of employees per employee category in each of the following diversity categories:

i. Gender;

ii. Age group: under 30 years old, 30-50 years old, over 50 years old;

iii. Other indicators of diversity where relevant (such as minority or vulnerable groups).

Total average age of all employees:
• Global: 40.6
• Americas: 41.2
• Asia: 36.2
• EMEA: 41

Total gender breakdown globally:
• Male: 66%
• Female: 34%

Estimated U.S. minority breakdown:
• Salaried: 11.3%
• Hourly: 33.6%
• All U.S.: 22%

406-1   Incidents of discrimination and corrective actions taken

a. Total number of incidents of discrimination during the reporting period.

B. Status of the incidents and actions taken with reference to the following:

i. Incident reviewed by the organization;

ii. Remediation plans being implemented;

iii. Remediation plans that have been implemented, with results reviewed through routine internal management review processes;

iv. Incident no longer subject to action

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 Steelcase Core 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.

405-2   Ratio of basic salary and remuneration of women to men

a. Ratio of the basic salary and remunieration of women to men for each employee category, by significant locations of operation.

b. The definition used for 'significant locations of operation'.

Steelcase routinely assesses discrepancies in compensation with the intent of meeting both legal requirements and corporate values regarding equal pay.

Employee Wellbeing + Development

403-1	Workers representation in formal joint management-worker health and safety committees a. The level at which each formal joint management-worker health and safety committee typically operates within the organization. b. Percentage of workers whose work, or workplace, is controlled by the organization, that are represented by formal joint management-worker health and safety committees.	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.
401-1	New employee hires and employee turnover a. Total number and rate of new employee hire during the reporting period, by age group, gender and region. b. Total number and rate of employee turnover during the reporting period, by age group, gender and region.	Approximate total new hires worldwide: 3,191. Approximate turnover rates by region: • Americas: 16% • Asia: 15.7% • EMEA: 6.5% Approximate turnover rates by gender: • Male: 15% • Female: 12% Approximate turnover rates by generation: • Boomers: 8% • Gen X: 9% • Gen Y: 18%
404-2	Programs for upgrading employee skills and transition assistance programs a. Type and scope of programs implemented and assistance provided to upgrade employee skills. b. Transition assistance programs provided to facilitate continued employability and the management of career endings resulting from retirement or termination of employment.	Please see our Corporate Sustainability Report, p. 19 (Learning + Development) for more information.

Business Integrity

419-1   Non-compliance with laws and regulations in the social and economic area

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.

a. Significant fines and non-monetary sanctions for non-compliance with laws and/or regulations in the social and economic area in terms of:

i. total monetary value of significant fines;

ii. total number of non-monetary sanctions;

iii. cases brought through dispute resolution mechanisms.

b. If the organization has not identified any non-compliance with laws and/or regulations, a brief statement of this fact is sufficient.

c. The context against which significant fines and non-monetary sanctions were incurred.

417-3   Incidents of non-compliance concerning marketing communications

During the fiscal year there were no instances identified of non-compliance with regulations or voluntary codes concerning marketing communications.

a. Total number of incidents of non-compliance with regulations and/or voluntary codes concerning marketing communications, including advertising, promotion, and sponsorship, by:

i. incidents of non-compliance with regulations resulting in a fine or penalty;

ii. incidents of non-compliance with regulations resulting in a warning;

iii. incidents of non-compliance with voluntary codes.

b. If the organization has not identified any non-compliance with regulations and/or voluntary codes, a brief statement of this fact is sufficient.

205-2   Communication and training about anti-corruption policies and procedures

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.

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.

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.

d. Total number and percentage of governance body members that have received training on anti-corruption, broken down by region.

e. Total number and percentage of employees that have received training on anti-corruption, broken down by employee category and region.

Globally, all salaried and hourly employees are required to complete policy and compliance training regarding our Global Business Standards (GBS). We have updated our GBS course materials and provide online training for GBS, Conflict of Interest and the Integrity Helpline. In addition, Foreign Corrupt Practices Act training is provided for sales and other employees where applicable.

[About Steelcase](#)

Sustainable Business Innovation

301-1   Materials used by weight or volume

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:

i. non-renewable materials used;

ii. Renewable materials used.

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. 27 (Innovative Solutions + Strategies).

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301-2	Recycled input materials used	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. 27 (Innovative Solutions + Strategies).
	a. Percentage of recycled input materials used to manufacture the organization's primary products and services.	

301-3	Reclaimed products and their packaging materials	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 our Corporate Sustainability Report, pp. 27 (Innovative Solutions + Strategies).
	a. Percentage of reclaimed products and their packaging materials for each product category.	
	B. How the data for this disclosure have been collected.	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. 31-32 (Service Offerings).
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