

GRI

Global Reporting Initiative Index

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.

This publication marks a shift from our former calendar year cadence to a fiscal year reporting cycle. As such, the Steelcase 2020 Impact Report represents our first fiscal year report, covering March 2019 - Feb 2020.

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.

The GRI Standards offer additional information about our sustainability strategy and progress.

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, reflect our possible impacts, and/or significantly influence the decisions and evaluations of stakeholders. The process for identifying material topics 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 topics is maintained through internal and external research, including benchmarking and reviewing relevant reporting standards. Steelcase senior decision makers validate this list, taking into account the business and sustainability strategy.

Prioritization

Each potential material topic is evaluated based on its influence on external stakeholders' decisions and evaluations and impact on the business. These evaluations are based on primary and secondary research including surveys, interviews and workshops. 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 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

Organizational Profile

102-1	a. Name of the organization.	<u>Steelcase Inc</u>
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.	<u>Annual Report pp. 1-6</u>
102-3	a. Location of the organization's headquarters.	Steelcase is headquartered in Grand Rapids, Michigan, U.S.A.
102-4	a. 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.	<u>Annual Report pp. 2-5</u>

General Standard Disclosures

Organizational Profile

102-5 **a. 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:** [Annual Report pp. 1-5](#)
i. geographic locations where products and services are offered;
ii. Sectors served;
iii. Types of customers and beneficiaries.

General Standard Disclosures

Organizational Profile

102-7	a. Scale of the organization, including: <ul style="list-style-type: none">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. 1-5, 15 & Tab 102-8
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General Standard Disclosures

Organizational Profile

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 Permanent Employees by Employment Type and Gender

	Americas	Asia (APAC)	Europe (EMEA)	Total
Female Dealer	0	0	59	59
Female Employee	2,673	539	745	3,957
Female Non-Employee	70	21	86	177
Female Total	2,743	560	890	4,193
Male Dealer	0	0	83	83
Male Employee	5,283	875	1,474	7,632
Male Non-Employee	97	15	195	307
Male Total	5,380	890	1,752	8,022
Grand Total	8,123	1,450	2,642	12,215

Steelcase had 313 part-time employees at the end of FY20 (2/28/20)

General Standard Disclosures

Organizational Profile

102-9	<p>a. 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.</p>	<p>Annual Report pp. 5-6</p>
102-10	<p>a. Significant changes to the organization's size, structure, ownership, or supply chain, including:</p> <ul style="list-style-type: none"> 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. 	<p>Early in 2020, Steelcase sold its PolyVision subsidiary. This eliminated two factories, one in Genk, Belgium and the other in Okmulgee, OK.</p>

General Standard Disclosures

Organizational Profile

102-11	a. Whether and how the organization applies the Precautionary Principle or approach.	<p>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.</p> <p>Please see the Impact Report, pp. 6-20.</p>
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General Standard Disclosures

Organizational Profile

102-12

a. 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
- Business Roundtable Statement on the Purpose of an Organization
- Carbon Disclosure Project (CDP) China Environmental Labeling Product
- Circular Economy 100 (CE100)
- Civic 50
- Cradle to Cradle™ certification program
- Eco-Management and Audit Scheme (EMAS)
- FEMBI level certification program
- Fitwel certification
- Forestry Stewardship Council (FSC) Chain of Custody certification
- Furtech-AFRDI Green Tick
- Global Reporting Initiative (GRI)
- Healthier Hospitals Initiative
- ISO 14001
- LEED® certification program Living Products 50
- OEKO-TEX® certification program
- OHSAS 18001
- Programme for the Endorsement of Forest Certification (PEFC)
- Renewable Energy 100 (RE100)
- SCS Indoor Advantage™ certification program Sustainable Research Group
- World 50
- U.S. EPA Green Power Partnership
- UN Global Compact WELL certification program

General Standard Disclosures

Organizational Profile

102-13

a. 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
- Ashoka
- Aspen Institute: Business + Society
- Beyond Benign
- Business and Industrial Furniture Manufacturers Association (BIFMA)
- Business Climate Leaders
- Business Europe
- Business Leaders of Michigan
- Business Roundtable
- Central Association of German Wood Industries
- Circular Economy 100 (CE100)
- Experience Grand Rapids
- Grand Rapids Chamber of Commerce
- Grand Rapids Community College
- Grand Rapids Public School Student Advancement Foundation
- Greenbiz Executive Forum (GBEN)
- Green Chemistry & Commerce Council
- Inforum West Michigan
- Michigan Manufacturing Association
- Michigan Manufacturing Association
- Michigan Chamber of Commerce
- Michigan Minority Supplier Development Council
- National Minority Supplier Development Council

- Renewable Energy 100 (RE100)
- Sustainable Chemistry Alliance
- Talent 2025
- Techo
- The Conference Board
- The Right Place
- UJMM La Fabrique de l'Avenir (France)
- United Way
- University Prep Academy
- United States Chamber of Commerce
- We Are Still In
- We Mean Business (WE.org)
- West Michigan Center for Arts & Technology (WMCAT)
- West Michigan Environmental Action Council (WMEAC)
- West Michigan Sustainable Business Forum (WMSBF)
- World Affairs Council

For more information on our partnerships and commitments, please see the [Social Impact](#) page on our website.

General Standard Disclosures

Strategy

102-14	a. 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.	Impact Report p. 4 (Letter from Jim Keane)
102-15	a. A description of key impacts, risks, and opportunities.	<u>Annual Report pp. 1-12</u>

General Standard Disclosures

Ethics + Integrity

102-16

a. 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

Our Corporate Core Values

We believe every team member, in every location, lives our shared Steelcase values.

- Act with integrity
- Tell the truth
- Keep commitments
- Excel
- Treat people with dignity and respect
- Promote positive relationships
- Protect the environment

General Standard Disclosures

Ethics + Integrity

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.

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 Principles](#)

General Standard Disclosures

Stakeholder Engagement

102-40

a. 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 Impact Report, p. 32 (Sustainability Materiality Overview).

102-41

a. Percentage of total employees covered by collective bargaining agreements.

Annual Report p. 6, Employees

102-42

a. 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. We are currently undergoing a materiality assessment.

General Standard Disclosures

Stakeholder Engagement

102-43

a. The organization's approach to stakeholder engagement, including frequency of engagement by stakeholder group, and in indication of whether any of the engagement was undertaken specifically as part of the report preparation process.

See Our Commitment p. 5, Governance pp. 27-29, Steelcase Materiality Overview p. 32

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.

See Steelcase Materiality Overview p. 32

General Standard Disclosures

Reporting Practice

102-45

- a. A list of all entities included in the organization's consolidated financial statements or equivalent documents.
- b. Whether any entity included in the organization's consolidated financial statements or equivalent documents is not covered by the report.

See Annual Report for more information. 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 Introduction pp. 31-32

General Standard Disclosures

Reporting Practice

102-47

a. 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

a. 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

a. Significant changes from previous reporting periods in the list of material topics and topic Boundaries.

No significant changes

102-50

a. Reporting period for the information provided.

This report covers the fiscal year 2020, spanning March 1, 2019, to February 29, 2020.

General Standard Disclosures

Reporting Practice

102-51 a. If applicable, the date of the most recent previous report. The previous Steelcase Impact Report was published in December 2019 and covered calendar year 2018 (CY2018).

102-52 a. Reporting cycle. Steelcase publishes an annual Impact Report.

102-53 a. 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 FY20 GRI report.

General Standard Disclosures

Reporting Practice

102-55

We provide a complete GRI Standards content index in our Impact Report, starting on p. 30

- a. The GRI content index, which specifies each of the GRI Standards used and lists all disclosures included in the report.**
- 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.

General Standard Disclosures

Reporting Practice

102-56

- a. A description of the organization's policy and current practice with regard to seeking external assurance for the 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.

Steelcase is responsible for the preparation and integrity of the information in this report. Steelcase engaged Scientific Certification Systems as an independent third party to review our fiscal year 2020 Greenhouse Gas (GHG) inventory and energy consumption and received limited assurance of its accuracy and completeness. The scope of this review, included in this report, includes global Scope 1 and Scope 2 GHG emissions. The rest of this report has not been externally assured by an independent third party.

General Standard Disclosures 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 topics 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 topics. 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.

Specific Standard Disclosures

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 (massburn)
- 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 (massburn)
- 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
- 2.3 When compiling the information specified in Disclosure 306-2, the reporting organization shall:
- 2.3.1 identify hazardous waste as defined by national legislation at the point of generation;
 - 2.3.2 exclude non-hazardous wastewater from the calculation of non-hazardous waste;
 - 2.3.3 if no weight data are available, estimate the weight using available information on waste density and volume collected, mass balances, or similar information.

Waste by Type	Disposal Method	FY 2020 (Tons)
Trash incineration	Incinerated	725
Sawdust incineration	Incinerated	1,084
Wood incineration	Incinerated	10,914
Steel recycled	Recycled	13,625
Non-steel recycled	Recycled	11,732
Powder recycled	Recycled	900
Composting	Composting	170
Trash landfilled	Landfilled	3,299
Coal Ash	Landfilled	17
Hazardous and oil	Landfilled	144
Sawdust landfilled	Landfilled	749
Wood landfilled	Landfilled	618
Other non-hazardous waste incinerated	Incinerated	756
Hazardous waste incinerated	Incinerated	181
Other non-hazardous waste landfilled	Landfilled	1

Specific Standard Disclosures 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 Impact Report, p. 7 (Carbon) and pp. 9-10 (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 2019 CDP response for more information.

2020 Total Energy Consumption

Fuel Type	MWh
Electric Power	181,175.83
Gasoline (Petrol)	628.82
Jet Fuel (Jet A or A-1)	16,775.84
Liquefied Petroleum Gas (LPG)	1,849.37
Natural Gas	239,742.34
Propane	2,080.21
Diesel	8,315.64
Coal	-
Grand Total	450,568.08

Specific Standard Disclosures

Energy + Emissions

- 305-1 Energy intensity
- a. Gross direct (Scope 1) GHG emissions in metric tons of CO₂ equivalent.
 - b. Gases included in the calculation; whether CO₂, CH₄, N₂O, HFCs, PFCs, SF₆, NF₃, or all.
 - c. Biogenic CO₂ emissions in metric tons of CO₂ equivalent.
 - d. Base year for the calculation, if applicable, including:
 - i. the rationale for choosing it;
 - ii. emissions in the base year;
 - iii. the context for any significant changes in emissions that triggered recalculations of base year emissions.
 - e. Source of the emission factors and the global warming potential (GWP) rates used, or a reference to the GWP source.
 - f. Consolidation approach for emissions; whether equity share, financial control, or operational control.
 - g. Standards, methodologies, assumptions, and/or calculation tools used.

Scopes (mtCO ₂ e)	FY20
Scope 1	47,048
Scope 2	76,515
Location based Scope 1+2 Emissions	123,563
Market based Scope 1+2 Emissions	47,048

Learn about Steelcase strategies in our Impact Report, p. 10 (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 2019 CDP response for more information.

Specific Standard Disclosures Diversity, Inclusion + Equal Rights

405-1	Diversity of governance bodies and employees	Total average age of all employees:
	<p>a. Percentage of individuals within the organization's governance bodies in each of the following diversity categories:</p> <ul style="list-style-type: none"> <li data-bbox="682 840 714 945">i. Gender; <li data-bbox="714 840 747 1239">ii. Age group: under 30 years old, 30-50 years old, over 50 years old; <li data-bbox="747 840 779 1239">iii. Other indicators of diversity where relevant (such as minority or vulnerable groups). 	<ul style="list-style-type: none"> <li data-bbox="682 1239 714 1365">• Global: 41.1 <li data-bbox="714 1239 747 1365">• Americas: 41.9 <li data-bbox="747 1239 779 1365">• Asia: 36.5 <li data-bbox="779 1239 812 1365">• EMEA: 41.3
	<p>b. Percentage of employees per employee category in each of the following diversity categories:</p> <ul style="list-style-type: none"> <li data-bbox="844 840 876 945">i. Gender; <li data-bbox="876 840 909 1239">ii. Age group: under 30 years old, 30-50 years old, over 50 years old; <li data-bbox="909 840 941 1239">iii. Other indicators of diversity where relevant (such as minority or vulnerable groups). 	<p>Total gender breakdown globally:</p> <ul style="list-style-type: none"> <li data-bbox="844 1239 876 1365">• Male: 65% <li data-bbox="876 1239 909 1365">• Female: 35% <p>Estimated U.S. minority breakdown:</p> <ul style="list-style-type: none"> <li data-bbox="909 1239 941 1365">• Salaried: 12% <li data-bbox="941 1239 974 1365">• Hourly: 41.1% <li data-bbox="974 1239 1006 1365">• All U.S.: 27%

Specific Standard Disclosures Diversity, Inclusion + Equal Rights

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> <ul style="list-style-type: none"> 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 	<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 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.</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>

Specific Standard Disclosures

Employee Wellbeing + Development

401-1	New employee hires and employee turnover	Approximate total new hires worldwide: 2914
	a. Total number and rate of new employee hire during the reporting period, by age group, gender and region.	Approximate turnover rates by region:
	B. Total number and rate of employee turnover during the reporting period, by age group, gender and region.	<ul style="list-style-type: none"> • Americas: 13% • Asia: 19% • EMEA: 7%
		Approximate turnover rates by gender:
		<ul style="list-style-type: none"> • Male: 13% • Female: 12%
		Approximate turnover rates by generation:
		<ul style="list-style-type: none"> • Boomers: 8% • Gen X: 6% • Gen Y: 15%

Specific Standard Disclosures

Employee Wellbeing + Development

403-1

Workers representation in 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

- 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.

404-2

Programs for upgrading employee skills and transition assistance programs

At Steelcase, we honor the fact that everyone has something to share — their perspective, lived experience, knowledge and skills — and that we are all living, learning beings. Together, we explore how our diverse talents and perspectives can help each employee, and Steelcase as a whole, unlock human promise and reach our full potential. Please see our *Impact Report*, p. 25 (*Learning + Development*) for more information.

- 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.

Specific Standard Disclosures

Business Integrity

419-1	<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>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>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>	

Specific Standard Disclosures

Business Integrity

417-3	<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> <ul style="list-style-type: none">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. <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>During the fiscal year there were no instances identified of non-compliance with regulations or voluntary codes concerning marketing communications.</p>
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Specific Standard Disclosures

Business Integrity

205-2	<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 complete policy and compliance training regarding our <u>Global Business Standards (GBS)</u>. 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. We have adopted a new Anti-Bribery, Anti-Corruption policy and will be conducting training with relevant employees.</p>
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Specific Standard Disclosures

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 see the Impact Report, Innovative Solutions + Services p. 17*

301-2 **Recycled input materials used**
a. Percentage of recycled input materials used to manufacture the organization's primary products and services.

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 more information see the Impact Report, Innovative Solutions + Services p. 17*

Specific Standard Disclosures

Sustainable Business Innovation

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.</p> <ul style="list-style-type: none"> - Packaging Engineering goals and updates are as follows: Corrugated goal is 75% and we are at 50%; honeycomb goal is 50% and we are at 55%; PE poly goal is 25% and we are at 50%; molded foam goal is 25% and we are at 23%. - In order to meet customer goals, we must have similar goals for Steelcase. We have goals that match many of our customers environmental initiatives, including the reduction of one-time use plastics for packaging and the increasing our recycled content in packaging to create and drive markets for recycled plastics. <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.</p>
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Sustainable Development Goals

Sustainable Development Goal	Impact Report	Global Reporting Initiative (GRI) Index
3: Good Health & Wellbeing	Our Commitment p. 5 Social Impact pp. 21-26	306-2 p. 53 305-1 p. 55
4. Quality Education	Social Impact pp. 21-26	
5. Gender Equality	Social Impact pp. 21-26	405-1 p. 56 405-2 p. 57 406-1 p. 57
6. Clean Water & Sanitation	Our Commitment p. 5 Social Impact pp. 21-26	302-1 p. 54 306-2 p. 53

Sustainable Development Goals

Sustainable Development Goal	Impact Report	Global Reporting Initiative (GRI) Index
7. Affordable & Clean Energy	Greenhouse Gas Emissions p. 10	306-2 p. 53
8. Decent Work & Economic Growth	Our Commitment p. 5 Our Shared Future p. 6 Employee Wellbeing p. 26 Learning + Development p. 25	102-8 p. 36 102-41 p. 44 405-1 p. 56 405-2 p. 57 406-1 pp. 57 403-1 p. 59
10. Reduced Inequalities	Our Commitment pp. 5 Our Shared Future p. 6 Learning + Development p. 25 Diversity, Equity + Inclusion pp. 23-24	405-2 p. 57
11. Sustainable Cities & Communities	Our Commitment p. 5 Greenhouse Gas Emissions p. 10 Waste + Water pp. 11-12 Social Impact pp. 21-26	

Sustainable Development Goals

Sustainable Development Goal	Impact Report	Global Reporting Initiative (GRI) Index
12. Responsible Consumption & Production	<p>Learning + Development p. 25</p> <p>Greenhouse Gas Emissions p. 10</p> <p>Waste + Water pp. 11-12</p> <p>Innovative Solutions + Services p. 17</p>	<p>306-2 p. 53</p> <p>302-1 p. 54</p> <p>305-1 p. 55</p> <p>301-1 p. 63</p>
13. Climate Action	<p>Our Commitment p. 5</p> <p>Our Shared Future pp. 6-7</p> <p>Learning + Development p. 25</p> <p>Greenhouse Gas Emissions p. 10</p> <p>Volatile Organic Compounds p. 13</p>	<p>302-1 p. 54</p> <p>305-1 p. 55</p>