

Table of Contents

GRI 1: Foundation 2021	6
GRI 2: General Disclosures 2021	6
2-1 - Organizational details	6
2-2 - Entities included in the organization's sustainability reporting	6
2-3 - Reporting period, frequency and contact	6
2-4 - Restatements of information	7
2-5 - External assurance.....	7
2-6 - Activities, value chain and other business relationships	7
2-7 - Employees	9
2-8 - Workers who are not employees	9
2-9 - Governance structure and composition	9
2-10 - Nomination and selection of the highest governance body	10
2-11 - Chair of the highest governance body.....	10
2-12 - Role of the highest governance body in overseeing the management of impacts.....	12
2-13 - Delegation of responsibility for managing impacts	12
2-14 - Role of the highest governance body in sustainability reporting	13
2-15 - Conflicts of interest	13
2-16 - Communication of critical concerns	14
2-17 - Collective knowledge of the highest governance body.....	14
2-18 - Evaluation of the performance of the highest governance body	15
2-19 - Remuneration policies	15
2-20 - Process to determine remuneration.....	16
2-21 - Annual total compensation ratio	16
2-22 - Statement on sustainable development strategy.....	17
2-23 - Policy commitments.....	18
2-24 - Embedding policy commitments	18
2-25 - Processes to remediate negative impacts	19
2-26 - Mechanisms for seeking advice and raising concerns.....	20
2-27 - Compliance with laws and regulations	20
2-28 - Membership associations.....	21
2-29 - Approach to stakeholder engagement.....	22

2-30 - Collective bargaining agreements	22
GRI 3: Material Topics 2021	23
3-1 - Process to determine material topics	23
3-2 - List of material topics	24
GRI 201: Economic Performance 2016	25
201-1 - Direct economic value generated and distributed	25
201-2 - Financial implications and other risks and opportunities due to climate change	25
201-3 - Defined benefit plan obligations and other retirement plans	25
201-4 - Financial assistance received from government	26
202: Market Presence 2016	27
202-1 - Ratios of standard entry level wage by gender compared to local minimum wage	27
202-2 - Proportion of senior management hired from the local community	28
GRI 204: Procurement Practices 2016	29
3-3 - Management of material topics: Procurement Practices	29
204-1 - Proportion of spending on local suppliers	29
GRI 205: Anti-corruption 2016	30
3-3 - Management of material topics: Anti-corruption	30
205-1 - Operations assessed for risks related to corruption	30
205-2 - Communication and training about anti-corruption policies and procedures	31
205-3 - Confirmed incidents of corruption and actions taken	32
GRI 301: Materials 2016	33
3-3 - Management of material topics: Materials	33
301-1 - Materials used by weight or volume	33
301-2 - Recycled input materials used	34
301-3 - Reclaimed products and their packaging materials	34
GRI 302: Energy 2016	35
3-3 - Management of material topics: Energy	35
302-1 - Energy consumption within the organization	35
302-2 - Energy consumption outside of the organization	35
302-3 - Energy intensity	36
302-4 - Reduction of energy consumption	36
302-5 - Reductions in energy requirements of products and services	36
GRI 303: Water and Effluents 2018	37
3-3 - Management of material topics: Water and Effluents	37
303-1 - Interactions with water as a shared resource	37
303-2 - Management of water discharge-related impacts	38
303-3 - Water withdrawal	38
303-4 - Water discharge	40

303-5 - Water consumption	41
GRI 304: Biodiversity 2016	41
3-3 - Management of material topics: Biodiversity	41
304-1 - Operational sites owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas.....	42
304-2 - Significant impacts of activities, products and services on biodiversity	43
304-3 - Habitats protected or restored	43
304-4 - IUCN Red List species and national conservation list species with habitats in areas affected by operations	43
GRI 305: Emissions 2016	44
3-3 - Management of material topics: Emissions	44
305-1 - Direct (Scope 1) GHG emissions	44
Direct (Scope 1) GHG emissions.....	44
Energy indirect (Scope 2) GHG emissions	44
305-3 - Other indirect (Scope 3) GHG emissions	45
305-4 - GHG emissions intensity	45
305-5 - Reduction of GHG emissions.....	45
305-6 - Emissions of ozone-depleting substances (ODS).....	45
305-7 - Nitrogen oxides (NOx), sulfur oxides (SOx), and other significant air emissions.....	45
GRI 306: Waste 2020	46
3-3 - Management of material topics: Waste	46
306-1 - Waste generation and significant waste-related impacts	46
306-2 - Management of significant waste-related impacts	47
306-3 - Waste generated.....	47
306-4 - Waste diverted from disposal.....	48
306-5 - Waste directed to disposal	49
GRI 308: Supplier Environmental Assessment 2016	50
3-3 - Management of material topics: Supplier Environmental Assessment.....	50
308-1 - New suppliers that were screened using environmental criteria	50
308-2 - Negative environmental impacts in the supply chain and actions taken	51
GRI 401: Employment 2016	52
3-3 - Management of material topics: Employment	52
401-1 - New employee hires and employee turnover	52
401-2 - Benefits provided to full-time employees that are not provided to temporary or part-time employees	53
401-3 - Parental leave.....	54
402: Labor/Management Relations 2016	55
3-3 - Management of material topics: Labor/Management Relations	55
402-1 - Minimum notice periods regarding operational changes.....	55

GRI 403: Occupational Health and Safety 2018	56
3-3 - Management of material topics: Occupational Health and Safety	56
403-1 - Occupational health and safety management system	56
403-2 - Hazard identification, risk assessment, and incident investigation.....	57
403-3 - Occupational health services.....	57
403-4 - Worker participation, consultation, and communication on occupational health and safety.....	58
403-5 - Worker training on occupational health and safety	58
403-6 - Promotion of worker health	59
403-7 - Prevention and mitigation of occupational health and safety impacts directly linked by business relationships	59
403-8 - Workers covered by an occupational health and safety management system	59
403-9 - Work-related injuries.....	60
403-10 - Work-related ill health.....	61
GRI 404: Training and Education 2016.....	62
3-3 - Management of material topics: Training and Education.....	62
404-1 - Average hours of training per year per employee	62
404-2 - Programs for upgrading employee skills and transition assistance programs.....	63
404-3 - Percentage of employees receiving regular performance and career development reviews.....	63
GRI 405: Diversity and Equal Opportunity 2016.....	64
3-3 - Management of material topics: Diversity and Equal Opportunity.....	64
405-1 - Diversity of governance bodies and employees.....	64
405-2 - Ratio of basic salary and remuneration of women to men	65
GRI 406: Non-discrimination 2016	66
3-3 - Management of material topics: Non-discrimination	66
406-1 - Incidents of discrimination and corrective actions taken.....	66
GRI 407: Freedom of Association and Collective Bargaining 2016	67
407-1 - Operations and suppliers in which the right to freedom of association and collective bargaining may be at risk.....	67
GRI 408: Child Labor 2016	67
408-1 - Operations and suppliers at significant risk for incidents of child labor	67
GRI 409: Forced or Compulsory Labor 2016	68
409-1 - Operations and suppliers at significant risk for incidents of forced or compulsory labor.....	68
GRI 413: Local Communities 2016.....	69
413-1 - Operations with local community engagement, impact assessments, and development programs	69
413-2 - Operations with significant actual and potential negative impacts on local communities	69
GRI 414: Supplier Social Assessment 2016	70
3-3 - Management of material topics: Supplier Social Assessment.....	70
414-1 - New suppliers that were screened using social criteria	70

414-2 - Negative social impacts in the supply chain and actions taken	71
GRI 415: Public Policy 2016	72
3-3 - Management of material topics: Public Policy	72
415-1 - Political contributions.....	72
GRI 416: Customer Health and Safety 2016	73
3-3 - Management of material topics: Customer Health and Safety	73
416-1 - Assessment of the health and safety impacts of product and service categories	73
416-2 - Incidents of non-compliance concerning the health and safety impacts of products and services.....	74
GRI 417: Marketing and Labeling 2016.....	75
417-1 - Requirements for product and service information and labeling.....	75
417-2 - Incidents of non-compliance concerning product and service information and labeling	75
417-3 - Incidents of non-compliance concerning marketing communications	76
GRI 418: Customer Privacy 2016.....	77
418-1 - Substantiated complaints concerning breaches of customer privacy and losses of customer data.....	77

GRI 1: Foundation 2021

Acknowledgment:

This report reflects GRI 1: Foundation 2021.

Additional Comments

Steelcase Inc. has reported the information cited in this GRI content index in accordance with the GRI Standards. This report uses the most current GRI Sustainability Reporting Standards, which went into effect January 1, 2023, as the format to ensure transparent disclosure of our impact on the environment, economy and society.

GRI 2: General Disclosures 2021

2-1 - Organizational details

Legal name: Steelcase Inc.

Nature of ownership and legal form: Steelcase Inc. (SCS) is a publicly traded company listed on the New York Stock Exchange

Location of headquarters: Grand Rapids, Michigan, United States of America

Countries of operation:

Steelcase has manufacturing and distribution operations in North America (US, Mexico), Europe (France Germany, Spain, U.K., Czech Republic) and Asia (China, India and Malaysia).

Comments

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.

Steelcase actively looks at the commodity markets and recycling streams to accurately assess our products from a recyclability and recycled content perspective. To date, globally, we have assessed over 650 builds of products, with around 30 different material commodities, in each of our major markets.

For more information see our Annual Report, linked below.

References

Reference	Description	Page Number
- 2024 Annual Report		

2-2 - Entities included in the organization's sustainability reporting

List entities included in sustainability reporting:

Steelcase uses the same organizational boundary for environmental reporting that it uses for its consolidated financial statements, that is, Steelcase Inc. and all of the subsidiaries for which a controlling interest is maintained. Steelcase uses a slightly narrowed organizational boundary for labor topics as the data are restricted to those employees who are paid and managed by Steelcase Inc.

If the organization consists of multiple entities, explain the approach used for consolidating the information:

Financial and sustainability reporting is consolidated at the global level.

Comments

For more information see our Annual Report, linked below.

References

Reference	Description	Page Number
- 2024 Annual Report		

2-3 - Reporting period, frequency and contact

Specify reporting period for, and the frequency of, sustainability reporting:

Our annual Impact Report covers the same fiscal year period used for financial reporting.

Note that because of the GRI approach to labeling annual data, Steelcase FY2024 data is provided in columns labeled 2023; FY2023 data is in columns labeled 2022; and FY2022 data is in columns labeled 2021.

Specify reporting period for financial reporting and, if it does not align with sustainability reporting, explain the reason:

The financial reporting period is March 1 to February 28 and aligns with the sustainability reporting period.

Report the publication date of the report or reported information:

The Steelcase Impact Report is published annually around September 30.

Specify the contact point for questions about the report or reported information:

For further information, contact the ESG Data + Reporting Team at ESG@steelcase.com.

2-4 - Restatements of information

Report restatements of information made from previous reporting periods, and explain the reasons and effects:

There are no restatements of information provided in previous reports.

2-5 - External assurance

Describe policy and practice for seeking external assurance, including whether and how the highest governance body and senior executives are involved:

We have engaged an independent third party to verify our greenhouse gas (GHG) emissions.

If the organization's sustainability reporting has been externally assured, provide details on the external assurance of the sustainability report:

The verification statement is linked below. Additional information and applicable data assertions can be found in our annual CDP submission section 7.9 linked below.

References

Reference	Description	Page Number
- 2024 CDP		
- 2024 GHG Emissions Verification Statement		

2-6 - Activities, value chain and other business relationships

Activities, Value Chain and Other Business Relationships

Sector	Describe Value Chain	Relevant Business Relationships	Significant Changes
Furniture Manufacturing.	<p>We market our products and services to businesses and organizations primarily through a network of dealers, and we also sell to consumers in markets around the world through web-based and retail distribution channels.</p> <p>We have manufacturing and distribution operations throughout North America (in the U.S. and Mexico), Europe (in the Czech Republic, France, Germany, Spain and the U.K.) and in Asia (in China, India and Malaysia). Our global manufacturing and distribution operations are largely centralized under a single organization to serve our customers' needs across multiple brands and geographies.</p>	<p>We are a global company, headquartered in Grand Rapids, Michigan, U.S.A.</p> <p>Steelcase was founded in 1912 and became publicly traded in 1998, and our Class A Common Stock is listed on the New York Stock Exchange under the symbol "SCS".</p> <p>Through our family of brands that includes Steelcase®, AMQ®, Coalesse®, Designtex®, HALCON™, Orangebox®, Smith System® and Viccarbe®, we offer a comprehensive portfolio of furniture and architectural products and services designed to help customers create workplaces that help people reach their full potential at work, wherever work happens.</p>	

Comments

The full description of Steelcase business activities, business relationships, and value chain is found in our latest Annual Report. There were no significant changes to the organization and its supply chain or to structure or ownership during the reporting year.

References

Reference	Description	Page Number
-	2024 Annual Report	

2-7 - Employees

Employees by Gender

	Female	Male	Total
Number of Employees	3,649	6,355	10,004

Number of Temporary Employees	835
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Number of Part-time Employees	243
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Employees by Region

	Americas	EMEA	APAC	Total
Number of employees	6,333	2,281	1,390	10,004

Describe the methodologies and assumptions used to compile the data:

Temporary workers include those with temporary contracts as well as contingent workers.

Report contextual information necessary to understand data:

Employee data as reported in the GRI include only those employees who are paid and managed by Steelcase Inc. Not included in these headcounts are those who are employed, paid, and managed by our subsidiaries.

2-8 - Workers who are not employees

Total number of workers who are not employees:

665

Describe the most common types of workers, their contractual relationship with the organization, and the type of work they perform:

Steelcase engages with a diverse range of contractors for various purposes. Here are some examples of the types of contractors that Steelcase may partner with:

1. Construction contractors: Responsible for planning and executing construction projects, such as building or renovating Steelcase's facilities.
 2. Technology contractors: They provide technology-based solutions or services, such as software development, data analysis, or cybersecurity.
 3. Logistics contractors: Inventory management, transportation, and warehousing for Steelcase products and materials.
 4. Maintenance contractors: These contractors perform routine maintenance and repairs on Steelcase facilities and equipment.
 5. Marketing and advertising contractors: Assist Steelcase in developing and executing marketing campaigns, creating promotional materials, or conducting market research.
 6. Consulting contractors: They provide expertise and guidance in areas such as business strategy, finance, or human resources.
- Please note that this is not an exhaustive list, and the type of contractors and type of contracts (contractual relationship) may vary depending on the specific needs of the company.

Describe the methodologies and assumptions used to compile the data, including whether the number of workers who are not employees is reported:

As Steelcase operates globally, the data is periodically collected through the different HR departments around the globe.

Describe significant fluctuations in the number of workers who are not employees during the reporting period and between reporting periods:

The number of contractors that Steelcase engages with can fluctuate depending on the company's needs and priorities at any given time. In general, Steelcase aims to maintain a balance between its permanent employees and contracted workers to ensure efficient and effective operations.

Overall, the number of contractors Steelcase employs is unlikely to remain constant and may change over time to meet evolving business needs.

2-9 - Governance structure and composition

Describe the governance structure, including committees of the highest governance body:

Our governance is overseen by our Board of Directors and its committees. Our Board of Directors has 12 members. 11 members are non-executives and 1 is an executive. 10 members are independent and 2 are not independent. Tenure, gender and competencies of the members are disclosed in our proxy statement (pages 6-11). Oversight of management of our impacts on the economy, environment and people is the responsibility of the Nominating and Corporate Governance Committee.

Committees of the Highest Governance Body

Committee Name	Describe the composition of the committee:
Nominating and Corporate Governance Committee	The N&CG Committee has 5 members, all of which are independent and non-executives. Biographies of the members of the N&CG Committee are disclosed in our proxy statement (pages 6-10).

Reason For Omission

No Reason For Omission available

Comments

No comments provided

References

Reference	Description	Page Number
- 2024 Proxy Statement	See "Proposal 1 - Election of Directors" and "Board Demographics"	6-11

2-10 - Nomination and selection of the highest governance body

Describe the nomination and selection processes for the highest governance body and its committees:

Nominations are made by the Nominating and Corporate Governance Committee of our Board of Directors, and the N&CG Committee considers candidates suggested by its members, other directors, senior management and shareholders. See page 19 of our proxy statement for more information.

Describe the criteria used for nominating and selecting highest governance body members:

Nominees for director are selected on the basis of several criteria, the most fundamental of which is integrity. Directors are expected to be curious and demanding independent thinkers, and they must possess appropriate business judgment and be committed to representing the interests of our shareholders. Directors must possess knowledge, experience, skills or expertise that will enhance our Board of Directors' ability to direct our business, and they must be willing and able to spend the time and effort necessary to effectively perform their responsibilities. Our Board is committed to diversity, and a candidate's ability to add to the diversity of our Board is also considered.

Reason For Omission

No Reason For Omission available

Comments

References

Reference	Description	Page Number
- 2024 Proxy Statement		19

2-11 - Chair of the highest governance body

Report whether the chair of the highest governance body is also a senior executive in the organization:

Is the chair of the highest governance body also a senior executive?

No

If the chair is also a senior executive, explain their function within the organization's management, the reasons for this arrangement, and how conflicts of interest are prevented and mitigated:

Reason For Omission

No Reason For Omission available

Comments

No comments provided

References

Reference	Description	Page Number
- 2024 Proxy Statement	See "Other Corporate Governance Matters - Board of Directors Leadership Structure"	16

2-12 - Role of the highest governance body in overseeing the management of impacts

Describe the role of the highest governance body and of senior executives in developing, approving, and updating the organization's purpose, value or mission statements, strategies, policies, and goals related to sustainable development:

The Nominating & Corporate Governance Committee of our Board of Directors oversees our strategies and policies with regard to environmental, social and governance matters. See page 17 of our proxy statement. The N&CG Committee receives periodic updates from management on the establishment of goals and progress against such goals.

Describe the role of the highest governance body in overseeing the organization's due diligence and other processes to identify and manage the organization's impacts on the economy, environment, and people:

The Nominating & Corporate Governance Committee of our Board of Directors oversees our due diligence and other processes with regard to our impacts on the environment and people.

Describe the role of the highest governance body in reviewing the effectiveness of the organization's processes as described above, and report the frequency of this review:

The Nominating & Corporate Governance Committee of our Board of Directors receives regular updates from management on the establishment of goals and progress against such goals.

Reason For Omission

No Reason For Omission available

Comments

No comments provided

References

Reference	Description	Page Number
- Nominating and Corporate Governance Committee Charter rev 2021		
- 2024 Proxy Statement	See "Other Corporate Governance Matters - ESG Governance"	17

2-13 - Delegation of responsibility for managing impacts

Describe how the highest governance body delegates responsibility for managing the organization's impacts on the economy, environment, and people:

The Nominating and Corporate Governance Committee of our Board of Directors has oversight over our strategies and policies with regard to environmental, social and governance matters. See our most recent proxy statement linked below. Such matters are managed by our management team, including our President and Chief Executive Officer, our Senior Vice President, Chief Administrative Officer, General Counsel and Secretary, and our Vice President, ESG and Social Innovation.

Describe the process and frequency for senior executives or other employees to report back to the highest governance body on the management of the organization's impacts on the economy, environment, and people:

Our management team reports to the Nominating and Corporate Governance Committee of our Board of Directors on a quarterly basis regarding the goals, strategies, progress, risks and activities on environmental, social and governance topics and issues.

Reason For Omission

No Reason For Omission available

Comments

References

Reference	Description	Page Number
- 2024 Proxy Statement	See "Other Corporate Governance Matters - ESG Governance"	17

2-14 - Role of the highest governance body in sustainability reporting

Report whether the highest governance body is responsible for reviewing and approving the reported information, including the organization's material topics, and if so, describe the process for reviewing and approving the information:

Our Board of Directors, through its Nominating & Corporate Governance Committee, oversees our strategy and policies with regard to sustainability matters.

If the highest governance body is not responsible for reviewing and approving the reported information, including the organization's material topics, explain the reason for this:

Review and approval of material topics and reported information is reviewed and approved by our senior executive team.

Reason For Omission

No Reason For Omission available

Comments

References

Reference	Description	Page Number
- Nominating and Corporate Governance Committee Charter rev 2021		
- 2024 Proxy Statement	See "Other Corporate Governance Matters - ESG Governance"	17

2-15 - Conflicts of interest

Describe the processes for the highest governance body to ensure that conflicts of interest are prevented and mitigated:

Our Board of Directors adopted a Code of Ethics applicable to our chief executive and senior financial officers, as well as a Code of Business Conduct that applies to all of our employees and directors. Only our Nominating and Corporate Governance Committee may grant any waivers of either code for a director or executive officer. See page 17 of our proxy statement. In addition, our N&CG Committee reviews any related person transactions under our Related Person Transactions Policy. See pages 20-21 of our proxy statement.

Report whether conflicts of interest are disclosed to stakeholders, including, at a minimum, conflicts of interest relating to: cross-board membership, cross-shareholding with suppliers and other stakeholders, existence of controlling shareholders, related parties, their relationships, transactions, and outstanding balances:

Any waivers to our Code of Ethics or Code of Business Conduct will be posted on our investor relations website. To date, no such waivers have been granted. All related person transactions required to be disclosed under the rules of the U.S. Securities and Exchange Commission are disclosed in our proxy statement.

Reason For Omission

No Reason For Omission available

Comments

References

Reference	Description	Page Number
- Code of Business Conduct rev 2023		
- Code of Ethics Chief Executives and Senior Financial Officers rev 2004		
- Related Person Transactions Policy rev 2007		
- 2024 Proxy Statement	See "Other Corporate Governance Matters - Code of Ethics and Code of Business Conduct" and "Related Person Transactions"	16, 20-21

2-16 - Communication of critical concerns

Describe whether and how critical concerns are communicated to the highest governance body:

Critical concerns can be raised to senior management or the board through various means. Reports arising from open door meetings, the Integrity Helpline, direct reports to management and other sources are elevated to appropriate levels of management or board committees through the legal team, internal audit or other management functions.

Report the total number and the nature of critical concerns that were communicated to the highest governance body during the reporting period:

FY2024 Integrity Helpline Incidents

Category	Q1	Q2	Q3	Q4	Total FY24 Incidents Reported
Employee Relations	18	15	7	9	49
Policy Violations	6	1	5	3	15
Security	1	0	0	0	1
Financial Fraud	2	2	9	2	15
Other Matters	0	5	2	3	10
TOTAL	27	23	23	17	90

All cases have been investigated and resolved. No significant deficiencies or material weaknesses were identified in our internal controls over financial reporting. Incidents that were substantiated were resolved through employee coaching, written warnings, removal from leadership, or termination.

Definitions

1. Employee Relations - Unfair Labor Practices, Substance Abuse, Discrimination, Sexual Harassment, Bullying, Other Harassment, Retaliation, Abuse, Wrongful Termination
2. Policy Violations – Including Conflicts of Interest, Code of Conduct Violation, and Compliance and Regulatory Violations (Non-Financial)
3. Security - Safety Concerns, Threat of Violence, Information Security
4. Financial Fraud - Expense Reporting (Expense Reimbursement Schemes), Other Fraud, Corruption, Bribery, Misuse of Resources or Property, Theft or Vandalism
5. Other Matters – Questions, Product Issues, and Miscellaneous Concerns

Reason For Omission

No Reason For Omission available

Comments

References

No references provided

2-17 - Collective knowledge of the highest governance body

Report measures taken to advance the collective knowledge, skills, and experience of the highest governance body on sustainable development:

There are routine updates provided to senior management and board committees on sustainable development issues. Members of various teams participate in seminars and training to maintain current knowledge and share that with senior management and board committees as appropriate.

More information can be found on our Corporate Governance Overview and Corporate Governance Principles webpages linked below.

Reason For Omission

No Reason For Omission available

Comments

No comments provided

References

Reference	Description	Page Number
- Corporation Governing Principles rev 2018		
- Corporate Governance Overview		

2-18 - Evaluation of the performance of the highest governance body

Describe the processes for evaluating the performance of the highest governance body in overseeing the management of the organization's impacts on the economy, environment, and people:

Our Board of Directors and each of its committees conducts an annual self-evaluation.

Report whether the evaluations are independent or not, and the frequency of the evaluations:

The annual evaluations are not independent.

Describe actions taken in response to the evaluations, including changes to the composition of the highest governance body and organizational practices:

Our Board of Directors and each of its committees takes action as appropriate based on the result of the self-evaluations.

Reason For Omission

No Reason For Omission available

Comments

No comments provided

References

Reference	Description	Page Number
- 2024 Proxy Statement	See "Other Corporate Governance Matters - Corporate Governance Principles"	16

2-19 - Remuneration policies

Remuneration policies for members of the highest governance body and senior executives:

	Details
<input checked="" type="checkbox"/> Fixed pay and variable pay	See FY24 Proxy Statement, pp. 30-31.
<input type="checkbox"/> Sign-on bonuses or recruitment incentive payments	No sign-on bonus or recruitment incentive payments made in FY24.
<input type="checkbox"/> Termination payments	No termination payments made in FY24
<input checked="" type="checkbox"/> Clawbacks	See FY24 Proxy Statement, p.47.
<input checked="" type="checkbox"/> Retirement benefits	See FY24 Proxy Statement, pp. 45-46.

Describe how the remuneration policies for members of the highest governance body and senior executives relate to their objectives and performance in relation to the management of the organization's impacts on the economy, environment, and people:

See FY24 Proxy Statement, pp. 30-37.

References

Reference	Description	Page Number
- 2024 Proxy Statement		

2-20 - Process to determine remuneration

Describe process for designing remuneration policies and determining remuneration:

See the 2024 Proxy Statement, pp. 31-47.

Report the results of votes of stakeholders (including shareholders) on remuneration policies and proposals:

Our say-on-pay shareholder advisory vote received 97.5% approval at our 2023 Annual Meeting of Shareholders, which occurred after our fiscal year 2024 compensation decisions were approved by the Compensation Committee. No changes were made to our executive compensation policies and practices in response to our 2023 say-on-pay shareholder advisory vote.

Reason For Omission

No Reason For Omission available

Comments

No comments provided

References

Reference	Description	Page Number
- 2024 Proxy Statement		31-47

2-21 - Annual total compensation ratio

Report the ratio of the annual total compensation for the organization's highest-paid individual to the median annual total compensation for all employees(excluding the highest-paid individual):

133:1

Report contextual information necessary to understand the data and how the data has been compiled:

See 2024 Proxy Statement, p. 60-61.

Reason For Omission

No Reason For Omission available

Comments

References

Reference	Description	Page Number
- 2024 Proxy Statement		60-61

2-22 - Statement on sustainable development strategy

Provide a statement from the highest governance body or most senior executive of the organization about the relevance of sustainable development to the organization and its strategy for contributing to sustainable development:

Steelcase reports annually on its energy usage and greenhouse gas emission progress through the CDP reporting program. Steelcase's current CDP climate score is A- and we were awarded an A on our supplier engagement rating. See latest CDP report, linked below.

In 2020, Steelcase advanced its commitment to a low-carbon future by setting science-based targets (SBT) approved by the Science Based Targets initiative (SBTi), in alignment with the most ambitious rate of decarbonization of limiting global temperature rise to 1.5° C.

Steelcase recently announced its commitment to Net Zero emissions with a plan to achieve that goal by 2050. See 2024 Net Zero Transition Plan linked below.

Each year, Steelcase also reports on its vision, goals, and progress related to sustainability initiatives in our annual Impact Report.

Steelcase is a signatory of the UN Global Compact, demonstrating our alignment with the UN's Sustainable Development Goals.

Reason For Omission

No Reason For Omission available

Comments

References

Reference	Description	Page Number
- 2024 CDP		
- 2024 Impact Report		42-49
- Net Zero Transition Plan 2024		
- 2024 UN Global Compact Communication on Progress	CEO Statement of Continued Support	1

2-23 - Policy commitments

Describe policy commitments for responsible business conduct:

We have various compliance policies reflecting our company standards and requirements. We also have training on our Global Business Standards, Anti-Bribery and Anti-Corruption, Supplier Code of Conduct and other policies relevant to responsible business. These policies address the issues referenced above and reflect the latest international standards such as the UN Global Compact. All these policies are available on the Steelcase Inc. Compliance Policies website - see link below.

Describe specific policy commitments to respect human rights:

We recently updated our policies to include a policy on Human and Labor Rights which reflects current international standards. All these policies are available on the Steelcase Inc. website - see link below.

Provide links to the policy commitments if publicly available, or, if the policy commitments are not publicly available, explain the reason for this:

Key policies including Human Rights, Harassment Prevention, Supply Code of Conduct and others are available on the Steelcase Inc. website - see link below.

Report the level at which each of the policy commitments were approved, including whether this is the most senior level:

Senior management and board committees when appropriate.

Report the extent to which the policy commitments apply to activities and business relationships:

Policies are reflected in agreements with partners and the company's Supplier Code of Conduct.

Describe how the policy commitments are communicated to workers, business partners, and other relevant parties:

Policies are publicized through direct communications and made available on the company website. All these policies are available on the Steelcase Inc. website - see link below.

References

Reference	Description	Page Number
- Corporate Compliance Policies		

2-24 - Embedding policy commitments

Describe how policy commitments for responsible business conduct are embedded throughout activities and business relationships:

The policies are reflected in our contracts with business partners and required Supplier Code of Conduct. Effective training on the policies through annual Global Business Standards training and periodic training on anti-corruption and other topics across the organization ensures that all levels of the company are familiar with and equipped to employ the policy commitments. New partners are vetted to ensure they are acting consistently with our policies and are required to sign contracts reflecting those requirements and our Supplier Code of Conduct. Training on various topics reflecting those policy commitments is provided to all employees. Policies are also available on our website.

Reason For Omission

No Reason For Omission available

Comments

No comments provided

References

Reference	Description	Page Number
- Corporate Compliance Policies		

2-25 - Processes to remediate negative impacts

Describe the commitments to provide for or cooperate in the remediation of negative impacts caused or contributed to:

The company has various avenues for reporting of negative impacts. These include the Integrity Helpline, a service provided through a third party that allows for anonymous reporting of issues. Posters on our Global Business Standards and Integrity Helpline are posted in all facilities. We also have an open door process that encourages employees to report concerns to more senior management. Employees can also report to their management or the Human Resources team. Regardless of the means by which negative impacts are reported, the company endeavors to investigate and report back on all complaints.

The company publishes and trains employees on various policies including Global Business Standards, Sexual Harassment Prevention, Conflicts of Interest, Anti-Bribery, Supplier Code of Conduct and a host of others. Those training opportunities all include a process for reporting on any issues identified by participants. Relevant policies are available to employees and external parties through the company website.

Describe the approach to identify and address grievances, and the grievance mechanisms used:

Grievances are investigated by one of several teams or a combination of people from those teams depending on the nature of the issue. This can include Human Resources, Internal Audit, Legal or other members of management. Each issue is reviewed and addressed consistent with company policy. Reporters are given feedback on the investigation process and results.

Describe how the stakeholders who are the intended users of the grievance mechanisms are involved in the design, review, operation, and improvement of these mechanisms:

Training is provided to all employees, dealers, suppliers and other partners on relevant issues. The company considers their input in creating training and policies. The company also looks to external organizations and standards, such as the UN Global Compact, in setting its policies.

Describe how the effectiveness of grievance mechanisms and other remediation processes are tracked, and report examples of their effectiveness, including stakeholder feedback:

We track and report internally on complaints received and addressed by the Integrity Helpline and other mechanisms. Senior management and the audit committee receive regular reports on the process and results.

Reason For Omission

No Reason For Omission available

Comments

No comments provided

References

Reference	Description	Page Number
- Supplier Code of Conduct rev Sep 2022		
- Code of Business Conduct rev 2023		
- Anti-Slavery Anti-Human Trafficking Statement rev 2023		
- Global EHS Compliance Policy rev 2020		
- Global Business Standards rev 2022		
- Integrity Help Line Policy rev 2021		
- Anti-Bribery Anti-Corruption Policy rev June 2020		
- Corporate Compliance Policies		

2-26 - Mechanisms for seeking advice and raising concerns

Describe the mechanisms for individuals seeking advice on implementing policies and practices for responsible business conduct:

The company has various avenues for reporting of negative impacts. These include the Integrity Helpline, a service provided through a third party that allows for anonymous reporting of issues. Posters on our Global Business Standards and Integrity Helpline are posted in all facilities. We also have an open door process that encourages employees to report concerns to more senior management. Employees can also report to their management or the Human Resources team. Regardless of the means by which negative impacts are reported, the company endeavors to investigate and report back on all complaints.

The company publishes and trains employees on various policies including Global Business Standards, Sexual Harassment Prevention, Conflicts of Interest, Anti-Bribery, Supplier Code of Conduct and a host of others. Those training opportunities all include a process for reporting on any issues identified by participants. Relevant policies are available to employees and external parties through the company website.

Describe the mechanisms for individuals to raise concerns about the organization's business conduct:

See answer above.

Reason For Omission

No Reason For Omission available

Comments

No comments provided

References

Reference	Description	Page Number
- Anti-Slavery Anti-Human Trafficking Statement rev 2023		
- Harassment Prevention/Respect and Responsibility		
- Global Business Standards rev 2022		
- Code of Business Conduct rev 2023		
- Integrity Help Line Policy rev 2021		
- Anti-Bribery Anti-Corruption Policy rev June 2020		

2-27 - Compliance with laws and regulations

Reason For Omission

Not Applicable

Comments

As a manufacturing company with global operations, Steelcase Inc. from time to time has been involved in investigations of potential regulatory compliance issues in the normal course of business. Steelcase business practices have been sound throughout our existence, and we believe there is no past, current, or contemplated future situation that would have any material adverse effect on Steelcase's integrity, financial stability or reputation, or that should cause our customers concern regarding Steelcase's overall business practices or continuing ability to serve them.

References

No references provided

2-28 - Membership associations

Industry associations, other membership associations, and national or international advocacy organizations in which it participates in a significant role:

- Ashoka
 - Aspen Institute
 - Business and Institutional Furniture Manufacturing Association (BIFMA)
 - Business for Social Responsibility
 - Business Leaders for Michigan
 - Business Roundtable
 - Catalyst
 - Chief Executives for Corporate Purpose
 - Clean Energy Buyers Association
 - Econ Club Grand Rapids
 - Electricity Customer Alliance
 - Ellen MacArthur Foundation
 - Global Initiative for Inclusive ICTs
 - Grand Rapids Area Chamber of Commerce
 - Hello West Michigan
 - Inforum West Michigan
 - NationSwell
 - RE100
 - TalentFirst
 - The Right Place
 - United Way
 - West Michigan Air & Waste Management Association
 - West Michigan Environmental Action Council (WMEAC)
 - West Michigan Hispanic Chamber of Commerce
 - West Michigan Sustainable Business Forum (WMSBF)
 - World Affairs Council
-

References

No references provided

2-29 - Approach to stakeholder engagement

Describe approach to engaging with stakeholders:

We are stakeholder-centered in all we do, from our research, products, offerings to the way we do business, seeking to understand needs and solve for the issues most relevant and meaningful to them.

We are constantly and consistently engaging with our stakeholders in a wide variety of ways every day to help people do their best work in the many places where work happens.

These stakeholder groups include customers, employees, dealers, architecture and design professionals, investors, suppliers, government agencies and the community. We engage with stakeholders on and across our material topics.

To read more about the ways we engage across these stakeholders, visit the Investor Relations and Supplier webpages and the following sections in our Impact Report:

- Materiality Matrix
- Help Communities Thrive Section (community)
- Foster Inclusion (employee, dealer, customer)
- Act with Integrity (employees, suppliers)
- Reduce our Carbon Footprint (suppliers, customers)
- Design for Circularity (suppliers)

Reason For Omission

No Reason For Omission available

Comments

No comments provided

References

Reference	Description	Page Number
- Investor Relations website		
- 2024 Impact Report		62
- Suppliers website		

2-30 - Collective bargaining agreements

Percentage of total employees covered by collective bargaining agreements (%):

7.56%

For employees not covered by collective bargaining agreements, explain whether the organization determines their working conditions and terms of employment based on collective bargaining agreements that cover its other employees or based on collective bargaining agreements from other organizations:

When there are no collective bargaining agreements governing the working conditions of certain employees, the organization follows the national labor laws and regulations established by the competent authorities. These laws and regulations set the minimum rights and protections for employees, including areas such as minimum wages, working hours, holidays, leave, occupational health and safety, and other aspects.

It is important to note that labor laws can vary from country to country, and organizations must comply with the specific legal provisions that apply to their employees in each location. These labor laws provide a legal framework to ensure fair and equitable working conditions, even for employees who are not covered by collective bargaining agreements.

Reason For Omission

No Reason For Omission available

Comments

No comments provided

References

No references provided

GRI 3: Material Topics 2021

References

No references provided

3-1 - Process to determine material topics

Describe process to determine material topics:

We perform a comprehensive formal ESG materiality assessment at least every 3 years. The results are validated and reviewed as needed in the years between formal assessments.

Our most recent double materiality assessment was completed in FY24 in partnership with BSR (Business for Social Responsibility), a sustainable business network and consultancy. This materiality assessment will apply beginning next year with FY25 sustainability reporting. The materiality assessment conducted in FY21 remains applicable this year for FY24 reporting.

Steelcase believes all environmental, social and governance (ESG) topics are important and we use the results from a materiality assessment to help us prioritize these topics based on their importance to business value and our stakeholders, which includes potential impacts on people, the environment and our economy.

We also believe it is imperative that we engage with and listen to all our stakeholders. The stakeholder groups that provide input to our materiality assessments are selected based on their importance to our business success, as well as those on which we may have a significant impact. These groups include employees, customers (global businesses and organizations), investors, the architectural and design community, dealers, suppliers, governmental agencies and community partners.

Process Identification

The ESG materiality assessment starts with identifying our most important stakeholder groups and developing a comprehensive list of potential material ESG topics. The definition and boundary of these topics are informed by a confluence of factors including relevant reporting standards, global goals, industry-specific issues and stakeholder interests. Steelcase leadership validates this list, considering the business and ESG strategy.

Prioritization

Each potentially material topic is assessed based on primary and secondary research including surveys, interviews and workshops. The results are plotted on a matrix to help identify which topics are material and to illustrate the connectivity of ESG for our business.

Validation

A broad set of senior leadership, representing all business functions, reviews and validates the assessment results.

Review

Every year, the ESG materiality assessment results and supporting research are reviewed. Adjustments to our ESG strategy priorities and reporting practices are made as needed.

Specify stakeholders and experts whose views informed process to determine material topics:

The stakeholder groups that provide input to our materiality assessments are selected based on their importance to our business success, as well as those on which we may have a significant impact. These groups include employees, customers (global businesses and organizations), investors, the architecture and design community, dealers, suppliers, governmental agencies and community partners.

For our materiality assessment, BSR gathered stakeholder insights through a series of internal and external interviews covering different business functions and different groups of affected stakeholders. The interviews help to identify and assess actual and potential risks and opportunities across ESG topics, and the likelihood of these risks and opportunities to occur within a 5-year timeframe. BSR conducted additional research, reviewed ratings agency feedback, CDP score reports, and internal research reports to supplement internal and external stakeholder conversations. BSR also used Polecat to assess online and social media conversations relevant to Steelcase and its peers.

Comments

No comments provided

References

No references provided

3-2 - List of material topics

Report changes to the list of material topics compared to the previous reporting period:

None.

Comments

The following ESG topics are deemed material to Steelcase for the purposes of FY2024 reporting and can be found in our 2024 Impact Report, p. 62.

Products & Services

- Consumer Health & Wellbeing
- Sustainable Product Design
- Circular Economy
- Product End of Use
- Transportation & Logistics
- Data Protection, Privacy & Analytics

Environment

- Climate Change
- Waste Management
- Water Stewardship
- Biodiversity

Supply Chain

- Materials Sourcing
- Responsible Procurement Practices

People

- Diversity, Equity and Inclusion
- Employee Wellbeing
- Digitization and Future of Work
- Training & Development and Talent Retention
- Pay Equity
- Community Relations
- Fair Labor Practices and Labor Relations

Ethics & Government

- Business Ethics
- Transparency, Accountability & Reporting
- Compliance
- Public Policy and Advocacy
- Human Rights
- Internal Controls

References

Reference	Description	Page Number
- 2024 Impact Report		62

GRI 201: Economic Performance 2016

References

No references provided

201-1 - Direct economic value generated and distributed

Reason For Omission

No Reason For Omission available

Comments

See 2024 Annual Report (linked below) for financial amounts.

References

Reference	Description	Page Number
-	2024 Annual Report	

201-2 - Financial implications and other risks and opportunities due to climate change

Reason For Omission

No Reason For Omission available

Comments

Steelcase shares in-depth information related to our energy usage, greenhouse gas emissions, targets, and management of climate issues in our annual CDP response. Please see questions 2.2.2, 2.2.7, 2.4, 3.1, and 3.6.

References

Reference	Description	Page Number
-	2024 CDP	

201-3 - Defined benefit plan obligations and other retirement plans

Reporting Currency:

USD

If the plan's liabilities are met by the organization's general resources, the estimated value of those liabilities:

79,700,000

Percentage of salary contributed by employee or employer:

8%

Describe the level of participation in retirement plans, such as participation in mandatory or voluntary schemes, regional, or country-based schemes, or those with financial impact:

Participation in mandatory or voluntary schemes
 Participation in regional or country-based schemes

References

No references provided

201-4 - Financial assistance received from government

Reporting Currency:

USD

Tax Relief/Credits (by country)

Country	2023	2022	2021	2020
U.S. foreign tax credit	7,000,000	15,300,000		
U.S. research and development credit	3,700,000	1,700,000		
FMLA credit				
Czech investment credit	600,000	800,000	700,000	800,000
Total tax relief/credits:	1,130,000	19,700,000	700,000	800,000

Identify the extent to which any government is present in the shareholding structure:

None.

Reason For Omission

No Reason For Omission available

Comments

No comments provided

References

No references provided

202: Market Presence 2016

References

No references provided

202-1 - Ratios of standard entry level wage by gender compared to local minimum wage

Ratio of Employee Entry Level Wages to the Minimum Wage at Significant Locations of Operations

		2023			2022			2021			2020		
Significant location of operations	Local minimum wage	Gender or Total Workforce	Minimum wage used	Ratio of entry level wage to minimum wage	Minimum wage used	Ratio of entry level wage to minimum wage	Minimum wage used	Ratio of entry level wage to minimum wage	Minimum wage used	Ratio of entry level wage to minimum wage	Minimum wage used	Ratio of entry level wage to minimum wage	
US	Exists	Total Workforce	The Federal minimum wage is \$7.25 and the FY24 (calendar 2023) entry hourly wage was \$19.00/hour.	2.62	The US Federal minimum wage is \$7.25/hour and Steelcase entry hourly wage was \$18.00/hour for FY23.	2.48							
France, Germany and Spain	Exists	Total Workforce	Minimum hourly wage is subject to local works council approval.	Varies	Minimum hourly wage base is subject to local works council approval.	Varies							
Mexico	Exists	Total Workforce	Minimum wage varies by location in Mexico: Border zone MXN 374.89; Reynosa MXN 383.59; Amex MXN 430.42	Varies									

Reason For Omission

No Reason For Omission available

Comments

We are compliant and competitive with minimum wage base. The starting hourly wage base is the same for male and female.

References

No references provided

202-2 - Proportion of senior management hired from the local community

Reason For Omission

Information Unavailable/Incomplete

Comments

No comments provided

References

No references provided

GRI 204: Procurement Practices 2016

References

No references provided

3-3 - Management of material topics: Procurement Practices

Reason For Omission

No Reason For Omission available

Comments

Steelcase builds strong supplier relationships based on integrity and trust. We work closely with our partners to meet evolving customer needs through a frictionless and responsive supply chain. We expect our partners to adhere to the highest standards for safety, quality and sustainability. Through our Supplier Code of Conduct, we communicate our global standards for organizational governance, human rights, labor practices, environmental stewardship and community involvement and development.

References

Reference	Description	Page Number
- Supplier Code of Conduct rev Sep 2022		

204-1 - Proportion of spending on local suppliers

Percentage of the procurement budget used for significant locations of operation spent on suppliers local to that operation:

Location of Operation	Proportion Of Spending On Local Suppliers
	83%

Describe the criteria used for defining 'local':

Local dollars are the portion of supplier spend that are for materials from the purchasing's region. Location is determined by the country of origin recorded for each material purchased used in one of our manufacturing locations.

Describe the criteria used for defining 'significant locations of operation':

Steelcase has 3 manufacturing regions. SCNA is for North American factories in USA & Mexico. EMEA is for factories in France, Germany, Czech Republic and Spain. APAC is for factories located in India, China and Malaysia.

Reason For Omission

No Reason For Omission available

Comments

References

No references provided

GRI 205: Anti-corruption 2016

References

No references provided

3-3 - Management of material topics: Anti-corruption

Reason For Omission

Comments

See Annual Impact Report - *Act With Integrity* section.

References

Reference	Description	Page Number
- 2024 Impact Report		30-38

205-1 - Operations assessed for risks related to corruption

Business Units Analyzed for Risks Related to Corruption

	2023	2022	2021	2020
Total number of business units analyzed for risks related to corruption	36	36		
Percentage of business units analyzed for risks related to corruption	100%	100%		

Report significant risks related to corruption identified through the risk assessment:

Based on our fraud risk assessment, the following were our identified high fraud risks related to corruption:

1. Theft of Proprietary Information
2. Receipt of Kickback
3. Economic Extortion
4. Receipt of Bribe

Reason For Omission

Not Applicable

Comments

References

No references provided

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

Communication and Training about Anti-Corruption Policies and Procedures

	2023	2022	2021	2020
Communication on anti-corruption policies and procedures	Total Percentage (%)	Total Percentage (%)	Total Percentage (%)	Total Percentage (%)
Employees:	100%	100%		
Training on anti-corruption				
Employees:	100%	100%		

Has the organization communicated its anti-corruption policies and procedures to other persons or organizations?

These policies are available on our Corporate Compliance Policies webpage linked below.

Reason For Omission**Comments**

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, Anti-Bribery, Anti-Corruption training is provided annually for sales, finance, procurement and other employees where applicable.

References

Reference	Description	Page Number
- Harassment Prevention/Respect and Responsibility		
- Anti-Slavery Anti-Human Trafficking Statement rev 2023		
- Code of Business Conduct rev 2023		
- Global Business Standards rev 2022		
- Supplier Code of Conduct rev Sep 2022		
- Code of Ethics Chief Executives and Senior Financial Officers rev 2004		
- Integrity Help Line Policy rev 2021		
- Corporate Compliance Policies		
- Anti-Bribery Anti-Corruption Policy rev June 2020		

205-3 - Confirmed incidents of corruption and actions taken

Confirmed Incidents of Corruption and Actions Taken

	2023	2022
a. Total number of confirmed incidents of corruption:	0	0
b. Total number of confirmed incidents in which employees were dismissed or disciplined for corruption:	0	0
c. Total number of confirmed incidents when contracts with business partners were not renewed due to violations related to corruption:	0	0

Public legal cases regarding corruption brought against the organization or its employees during the reporting period and the outcomes of such cases.

None

Reason For Omission**Comments**

We have not had any confirmed acts of corruption that were material or raised issues that required contacting government officials.

References

No references provided

GRI 301: Materials 2016

References

No references provided

3-3 - Management of material topics: Materials

Reason For Omission

No Reason For Omission available

Comments

See the Choose + Use Materials Responsibly discussion of in our annual Impact Report, linked below.

References

Reference	Description	Page Number
- 2024 Impact Report		56-61

301-1 - Materials used by weight or volume

Reason For Omission

Information Unavailable/Incomplete

Comments

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. Therefore, this data is not available to report total weights for incoming materials.

References

No references provided

301-2 - Recycled input materials used

Recycled Input Materials Used

	2023	2022
% recycled input materials used:	12.70%	16.4%

If estimation is required, report the methods used:

We have complex materials, all with different recycled content values. This number represents the average recycled content across many different materials and in three different regions.

Material Type	Avg Recycled Content (%)
Steel	46
Cast Aluminum	56
Extruded Aluminum	0
Zamak	0
Other metal	0
Polypropylene	0
Polyurethane foam	0
Nylon	0
Acetal	0
PVC	0
ABS	0
HDPE	0
Polyester	0
Polycarbonate	0
Other plastic	0
Laminate	20
Particle board	50
MDF	50
Plywood	0
Veneer	0
OSB	0
Solid wood	0
Cardboard	63
Other wood	0
Tempered glass	20
Fiberglass	28
Fabric	10

Reason For Omission

No Reason For Omission available

Comments

Steelcase actively looks at the commodity markets and recycling streams to accurately assess our products from a recyclability and recycled content perspective. To date, globally, we have assessed over 650 builds of products, with around 30 different material commodities, in each of our major markets. We are actively pursuing higher recycled content materials for plastics and other commodities.

References

No references provided

301-3 - Reclaimed products and their packaging materials

Reason For Omission

Information Unavailable/Incomplete

Comments

We support customers with Extended Producer Responsibility take back, collection, recycling and support re-manufacturing of products, yet do not have the level of granular data of % of total products and packaging reclaimed and recovered.

References

No references provided

GRI 302: Energy 2016

3-3 - Management of material topics: Energy

We continue to invest in renewable energy and carbon offset projects that cover our Scope 1 and Scope 2 emissions, ensuring carbon neutrality annually. Our Scope 2 emissions are balanced by purchasing unbundled Energy Attribute Certificates (EACs) from wind and hydropower projects in the countries where we operate. Additionally, we benefited from renewable energy credits (RECs) from our US-based Virtual Power Purchase Agreement (VPPA), which directly supported the construction of new, clean energy in the form of wind power on the grid. Today, the VPPA makes up nearly two-thirds of our current renewable energy investment and we are six years into a 12-year agreement.

Renewable Energy Portfolio, Global.

Our support provides essential funds to encourage the development of global renewable projects. Energy generation is one of the biggest emitters of greenhouse gases, and renewable energy investment is a fast and effective solution to reduce these emissions. This portfolio of projects directly increases the global share of renewables in the global energy mix while reducing emissions by displacing fossil fuels.

Steelcase shares in-depth information related to our energy usage, greenhouse gas emissions, targets, and management of climate issues in our annual CDP response. Please see question 7.30 and all sub-questions.

References

Reference	Description	Page Number
- 2024 CDP		

302-1 - Energy consumption within the organization

Comments

Steelcase shares in-depth information related to our energy usage, greenhouse gas emissions, targets, and management of climate issues in our annual CDP response. Please see question 7.30 and all sub-questions.

References

Reference	Description	Page Number
- 2024 CDP		

302-2 - Energy consumption outside of the organization

Reason For Omission

No Reason For Omission available

Comments

Steelcase shares in-depth information related to our energy usage, greenhouse gas emissions, targets, and management of climate issues in our annual CDP response. Please see question 7.30 and all sub-questions.

References

Reference	Description	Page Number
- 2024 CDP		

302-3 - Energy intensity

Reason For Omission

No Reason For Omission available

Comments

Steelcase shares in-depth information related to our energy usage, greenhouse gas emissions, targets, and management of climate issues in our annual CDP response. Please see question 7.30 and all sub-questions.

References

Reference	Description	Page Number
- 2024 CDP		

302-4 - Reduction of energy consumption

Reason For Omission

No Reason For Omission available

Comments

Steelcase shares in-depth information related to our energy usage, greenhouse gas emissions, targets, and management of climate issues in our annual CDP response. Please see questions 7.29 through 7.52.

Additionally, energy reduction action plans are discussed in our annual Impact Report linked below.

References

Reference	Description	Page Number
- 2024 Impact Report		47
- 2024 CDP		

302-5 - Reductions in energy requirements of products and services

Reason For Omission

No Reason For Omission available

Comments

Steelcase shares in-depth information related to our energy usage, greenhouse gas emissions, targets, and management of climate issues in our annual CDP response. Please see question 7.55 and all sub-questions.

References

Reference	Description	Page Number
- 2024 CDP		

GRI 303: Water and Effluents 2018

References

No references provided

3-3 - Management of material topics: Water and Effluents

Reason For Omission

No Reason For Omission available

Comments

Management of our Water and Effluents material topic is found in our annual Impact Report linked below.

References

Reference	Description	Page Number
- 2024 Impact Report		50-51

303-1 - Interactions with water as a shared resource

Describe how your organization interacts with water, including how and where water is withdrawn, consumed, and discharged, and the water-related impacts the organization has caused or contributed to, or that are directly linked to its operations, products, or services by its business relationships (e.g., impacts caused by runoff):

Most of our water consumption is for drinking and sanitary uses. However, we do have some production processes that utilize water, including powder painting processes. In water stressed areas, we have employed water recycling processes to limit our consumption. We are continuing to explore options for reduction at manufacturing locations globally.

Describe the approach used to identify water-related impacts, including the scope of assessments, timeframes, and any tools or methodologies used:

We are continuing to explore options for water reduction at manufacturing locations globally.

Explain the process for setting water-related goals and targets that are part of the approach to managing water and effluents, and how they relate to public policy and the local context of each area with water stress:

We are continuing to explore options for water reduction at manufacturing locations globally.

Reason For Omission

No Reason For Omission available

Comments

No comments provided

References

Reference	Description	Page Number
- 2024 Impact Report		50-51

303-2 - Management of water discharge-related impacts

Describe any minimum standards set for the quality of effluent discharge, and how these minimum standards were determined:

All effluent discharge is sent to the local municipality or hauled by licensed waste haulers and treated offsite. We do not discharge wastewater directly to any body of water, and we meet local discharge requirements at all our facilities.

303-3 - Water withdrawal

Total Water Withdrawal (Megaliters)

	2023	2022
Surface water	0	0
Groundwater	0	0
Seawater	0	0
Produced water	319.7	362.31
Third-party water	0	0
Total water withdrawal	319.7	362.31

Withdrawal from Water Stressed Areas (Megaliters)

	2023	2022
Surface water	0	0
Groundwater	0	0
Seawater	0	0
Produced water	59	64.51
Third-party water	0	0
Total water withdrawal from areas with water stress	59	64.51

Surface Water Breakdown (Megaliters)

	2023	2022
Freshwater (total)	0	0
Freshwater (stressed areas)	0	0
Other water (total)	0	0
Other water (stressed areas)	0	0

Groundwater Breakdown (Megaliters)

	2023	2022
Freshwater (total)	0	0
Freshwater (stressed areas)	0	0
Other water (total)	0	0
Other water (stressed areas)	0	0

Seawater Breakdown (Megaliters)

	2023	2022
Freshwater (total)	0	0
Freshwater (stressed areas)	0	0
Other water (total)	0	0
Other water (stressed areas)	0	0

Produced Water Breakdown (Megaliters)

	2023	2022
Freshwater (total)	319.7	362.31
Freshwater (stressed areas)	59	64.51
Other water (total)	0	0
Other water (stressed areas)	0	0

Third-party Water Breakdown (Megaliters)

	2023	2022
Surface water (via third party) from water stressed areas	0	0
Ground water (via third party) from water stressed areas	0	0
Seawater (via third party) from water stressed areas	0	0
Produced water (via third party) from water stressed areas	0	0
Freshwater (total)	0	0
Freshwater (stressed areas)	0	0
Other water (total)	0	0
Other water (stressed areas)	0	0

303-4 - Water discharge

Total Water Discharged (Megaliters)

	2023	2022
Surface water	0	0
Groundwater	0	0
Seawater	0	0
Third-party water	319.7	362.31
Third-party water sent for use to other organizations	0	0
Total water discharged	319.7	362.31

Discharge by Total Dissolved Solids Category (Megaliters)

	2023	2022
Freshwater	0	0
Other water	0	0

Discharge to Water Stressed Areas by Total Dissolved Solids Category (Megaliters)

	2023	2022
Freshwater	0	0
Other water	0	0

Priority substances of concern for which discharges are treated:

Any substances of concern are determined by the local municipality. Steelcase follows all local sewer use ordinances.

Additional Information

	2023	2022
The number of occasions on which discharge limits were exceeded	0	0

A Breakdown of Total Water Discharge to All Areas by Level of Treatment (Megaliters)

	2023	2022
Primary	0	0
Secondary	0	0
Tertiary	0	0

Comments

Any water discharged from a site is treated by a third party waste hauler or local municipality. No on-site treatment occurs prior to discharge. All water withdrawn for use is eventually discharged.

303-5 - Water consumption

Water Consumption

Water Consumption (megaliters)	2023	2022
Total water consumption	0	0
Consumption from all areas with water stress	0	0
Change in water storage	0	0

Any contextual information necessary to understand how the data have been compiled:

Groundwater is used for irrigation. The amount used is unknown at this time but will be evaluated in the future. The main source of water used is from various municipalities. All water that is withdrawn is discharged as wastewater.

Reason For Omission

No Reason For Omission available

Comments

References

No references provided

GRI 304: Biodiversity 2016

References

No references provided

3-3 - Management of material topics: Biodiversity

Comments

Our strategy for managing biodiversity is found in our 2024 Net Zero Transition Plan.

References

Reference	Description	Page Number
- Net Zero Transition Plan 2024		24

304-1 - Operational sites owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas

Operational Sites Owned, Leased, Managed In, or Adjacent To, Protected Areas and Areas of High Biodiversity Value Outside Protected Areas

Geographic location	Subsurface and/or underground land	Position in relation to the protected area or the high biodiversity value area outside protected areas	Type of operation	Size of operational site in km2	Biodiversity value	Biodiversity value characterized by listing of protected status
Steelcase Dongguan Plant Qingxi Township, City of Dongguan, Guangdong Province, China	N/A	The back fence of our property is shared with the Yinpingshan Forest Mountain Park and Nature Reserve. The Park is over 25 sq km / 9.7 sq miles and has 5 mountain peaks above 0.7 km / 0.4 mile.	Manufacturing, offices and showroom	0.01		The Forest Park is nearly 10 square miles within the City of Dongguan. The Ministry of Ecology and Environment in China, looks closely at biological impact from manufacturing and this was reflected in our Environmental Impact Assessment. We employed several state of the art pollution control measures as part of our application. One cutting edge technology in fact set a new standard for the City of Dongguan for recycling process water, resulting in a zero process discharge to the sewer. Steelcase pioneered the use of this technology with our Stribro, Czech Republic plant, described below.
Steelcase Pune Plant Chakan Township, City of Pune, State of Maharashtra, India	N/A	There are numerous National and State parks, in the countryside adjacent to our plant. One nearby park is dedicated to Biodiversity.	Manufacturing, offices and showroom	0.01		The Indian Federal Government and especially the Maharashtra Pollution Control Board look very closely at biological impacts from manufacturing. There are numerous State and Federal areas adjacent to our plant in Pune, India. There are also numerous Biodiversity Parks throughout India and one is on the same road as our Pune plant. In our application process to obtain our Consent to Establish, it was very apparent that the environmental regulators of the Maharashtra Pollution Control Board required us to be very conscientious as well as conscientious of the potential impacts our proposed manufacturing operations could make. This approach worked very well with our commitment to one of our Core Values, Protect the Environment.
Steelcase Stribro Plant Village of Ostrov u Stribra, Czech Republic	N/A	There are 26 Federally protected areas in the Czech Republic and the latest to be added is Český les Protected Landscape Area. The Area is to the east of our plant and it is a vast protected wooded area covering 475 sq km / 183 sq miles.	Manufacturing, offices and showroom	0.27		The Ministry of the Environment of the Czech Republic has established 26 Protected Landscape Areas, designated by national legislation. Nationally, Czechia has over 11,000 sq km / 4,300 sq miles of protected areas throughout the country. These figures emphasize the importance that Czechia places on the environment and protected areas, because this equals nearly 14% of the area of the country. In working with the Ministry of the Environment, we learned that we would need to meet significant environmental restrictions. At Stribro, Steelcase pioneered the use of a water recycling system using technology developed by a nearby German company. So far, Steelcase has gone on to use this same technology at 2 other plants including the new plant location in Dongguan, China.

Comments

References

No references provided

304-2 - Significant impacts of activities, products and services on biodiversity

Describe significant impacts of activities, products, and services on biodiversity in protected areas and areas of high biodiversity value outside protected areas:

Steelcase collects global environmental footprint information in support of our compliance obligations as well as our footprint reduction projects. We detail our approach and several data points in our most recent Impact Report.

Reason For Omission

No Reason For Omission available

Comments

Steelcase shares in-depth information related to our energy usage and greenhouse gas emissions in our annual CDP submission, including information related to biodiversity. Please see our CDP response - Section C.11 Environmental Performance - Biodiversity.

See additional discussion of topics related to biodiversity in our annual Impact Report, on the pages linked below.

References

Reference	Description	Page Number
- 2024 Impact Report		45, 60, 61
- 2024 CDP		

304-3 - Habitats protected or restored

Reason For Omission

Not Applicable

304-4 - IUCN Red List species and national conservation list species with habitats in areas affected by operations

Reason For Omission

No Reason For Omission available

Comments

Steelcase complies with applicable federal, state and local standards at our facilities world-wide. The governing agency has promulgated laws that are protective of threatened species, as part of the agencies' due diligence. Because we continue to demonstrate compliance with applicable standards, we have not needed to restore destroyed habitat. Furthermore, we have not converted natural habitat into manufacturing space.

References

No references provided

GRI 305: Emissions 2016

References

No references provided

3-3 - Management of material topics: Emissions

Comments

Steelcase shares in-depth information related to our energy usage, greenhouse gas emissions, targets, and management of climate issues in our annual CDP response. Please see section C2 and C7.

References

Reference	Description	Page Number
- 2024 CDP		

305-1 - Direct (Scope 1) GHG emissions

Direct (Scope 1) GHG emissions

Direct (Scope 1) GHG Emissions (metric tons of CO2e)

	2023	2022	2021	2020	Emissions in base year
Gross direct (Scope 1) GHG emissions	31,574	36,749	35,473	32,764	46,974

Steelcase shares in-depth information related to our energy usage, greenhouse gas emissions, targets, and management of climate issues in our annual CDP response. Please see questions 6.1, 7.1.1, 7.1.2, 7.1.3, 7.2, 7.5, 7.6, 7.9, 7.9.1, 7.12, 7.15, 7.15.1, and 7.16.

Energy indirect (Scope 2) GHG emissions

Energy Indirect (Scope 2) GHG Emissions (metric tons of CO2e)

	2023	2022	2021	2020	Emissions in base year
Gross location-based indirect (Scope 2) GHG emissions	54,010	57,314	55,715	57,629	74,658

Steelcase shares in-depth information related to our energy usage, greenhouse gas emissions, targets, and management of climate issues in our annual CDP response. Please see questions 6.1, 7.1.1, 7.1.2, 7.1.3, 7.2, 7.3, 7.5, 7.7, 7.9, 7.9.2, 7.20, and 7.20.2.

References

Reference	Description	Page Number
- 2024 CDP		

305-3 - Other indirect (Scope 3) GHG emissions

Steelcase shares in-depth information related to our energy usage, greenhouse gas emissions, targets, and management of climate issues in our annual CDP response. Please see questions 7.1.1, 7.1.2, 7.1.3, 7.2, 7.4, 7.5, 7.8 and 7.12.

References

Reference	Description	Page Number
- 2024 CDP		

305-4 - GHG emissions intensity

Steelcase shares in-depth information related to our energy usage, greenhouse gas emissions, targets, and management of climate issues in our annual CDP response. Please see question 7.45.

References

Reference	Description	Page Number
- 2024 CDP		

305-5 - Reduction of GHG emissions

Steelcase shares in-depth information related to our energy usage, greenhouse gas emissions, targets, and management of climate issues in our annual CDP response. Please see questions 7.2, 7.10, and 7.10.1.

References

Reference	Description	Page Number
- 2024 CDP		

305-6 - Emissions of ozone-depleting substances (ODS)

Reason For Omission

Information Unavailable/Incomplete

Comments

We do not track use of ozone-depleting substances for all of our manufacturing facilities.

305-7 - Nitrogen oxides (NOx), sulfur oxides (SOx), and other significant air emissions

Reason For Omission

Information Unavailable/Incomplete

Comments

For NOx, SOx, VOCs, HAPs and PM10 are calculated for some of our plants that have permit restrictions for these criteria pollutants. However, we do not track these emissions for all 20 of our manufacturing facilities.

References

No references provided

GRI 306: Waste 2020

3-3 - Management of material topics: Waste

See discussion of Waste Management and Goals in the annual Impact Report, linked below.

References

Reference	Description	Page Number
- 2024 Impact Report		51-55

306-1 - Waste generation and significant waste-related impacts

Describe the inputs, activities, and outputs that lead or could lead to waste-related impacts:

Inputs:

- Raw material deliveries to the plant, damaged or otherwise unusable, become waste
- Food for the cafeteria, food waste
- Bathroom and sanitary waste

Activities:

- General waste is created from human activities in manufacturing settings, including printing, cafeteria waste, and bathroom waste
- Production waste occurs from the production processes, which include molding, forming, painting, and cutting
- Incoming supplier packaging from raw materials and parts

Outputs:

- Production waste in the form of scrap metals, wood, fabric, & chemicals, universal and hazardous waste, liquid industrial waste, etc.
- Sanitary waste in the form of bathroom waste
- General solid waste
- Recyclable waste from cafe and production processes
- Compostable waste from food waste
- Liquid industrial waste
- Hazardous and universal waste

Identify whether these impacts relate to waste generated in the organization's own activities or to waste generated upstream or downstream in its value chain:

Impacts relate to waste generated in our organization's activities; we do not have insights into upstream waste activities. Downstream activities in the value chain are mitigated through end-of-use programs that help customers divert our products and other products from landfills.

Comments

Steelcase has invested in circular measures to manage our waste's significant aspects, including developing relationships with partners to help provide feedstock for new products. We continue donating to local community members for upcycling purposes and support regional and global communities' efforts. Steelcase has always been an insight-driven company, wanting to understand issues deeply so they can be solved effectively. Regarding packaging design and implementation and packaging waste on the job site, the approach to understanding the problem was the same. We held a design thinking workshop called "Hack the Pack" to bring together a cross-functional team to find ways we could improve product packaging to benefit our customers and the environment. Through that workshop and multiple job site visits, Steelcase gained insights on how we think about packaging - from a design concept, material makeup including upstream and downstream impacts, transit and delivery considerations, site constraints, and readily accessible disposal methods. While the projects that came out of this workshop are not all complete, progress is being made, including re-designing packaging to eliminate plastics to help improve the recyclability of our packaging for our customers.

References

Reference	Description	Page Number
- 2024 Impact Report		51-55

306-2 - Management of significant waste-related impacts

Describe the actions, including circularity measures, taken to prevent waste generation in the organization's own activities and upstream and downstream in its value chain, and to manage significant impacts from waste generated:

Steelcase takes measures to reduce our impacts through circular measures, including tracking and recording our waste streams, conducting waste audits, and understanding the significant waste contributions. Waste is prevented first by only ordering what we need to do the job; we have processes for ordering raw materials that encourage ordering only what is required. We also leverage scrap tracking processes to inform leadership better about the root cause of the scrap occurring, including man, machine, and material causes, and actions taken to reduce the scrap from happening in the future. Materials that can be recycled or composted are, and any material that cannot be recycled or composted is processed accordingly in each region, sometimes through incineration efforts, otherwise landfill.

We work with our suppliers through product certifications to better understand their upstream waste impacts. Still, there needs to be more control over these measures as they are outside our sphere of influence. In some cases, we have insourced work and taken on more production processes and, therefore, more waste. In these cases, we have implemented efficiencies like high-tech equipment to reduce the amount of planned scrap from the process, significantly improving the total waste footprint. Downstream impacts are mitigated through end of use strategies like sustainable decommissioning services to divert as much as possible from landfill. These efforts depend on the customers' willingness to pay and support sustainable solutions.

If the waste generated by the organization in its own activities is managed by a third party, describe the processes used to determine whether the third party manages the waste in line with contractual or legislative obligations:

Steelcase manages all internal processes. Some component parts are sourced from upstream suppliers, for which Steelcase has little control over their waste practices outside of auditing.

Describe the processes used to collect and monitor waste-related data:

We leverage a cloud-based system called Resource Advisor that allows data to be tracked and stored globally at many different sites and facilities. We also conduct routine waste audits to better understand waste sources and significant contributors to our waste. We monitor waste quarterly and conduct business reviews with each plant annually. We also leverage ISO 14001 audits for waste evaluations and opportunities for improvement.

Comments

For more information, see our annual Impact Report, linked below.

References

Reference	Description	Page Number
- 2024 Impact Report		51-55

306-3 - Waste generated

Waste generated (metric tons)

Recycling (non-hazardous)	16,614
Incineration	12,196
Landfill (non-hazardous)	5,011
Compost	107
Hazardous	93
Total Waste	34,022

Contextual information necessary to understand the data and how the data has been compiled:

The waste generated in operations at Steelcase directly correlates to production volumes, acquisitions, and insourcing activities. Therefore, we anticipate future progress against this target to be variable. Understanding this variability, we are focused on best practices to reduce total scrap for our highest value and carbon-intensive commodities, such as wood and steel. By improving technology and adding visibility to the waste processes, including optimizing processes and systems to track and reduce scrap globally, we continually improve the manufacturing process to utilize our resources better and reduce carbon impacts, even with business variability.

The increase in emissions from our previous reporting year may be due to insourcing activities and process improvements to reduce complexities within our manufacturing processes, which has led to inventory reductions. Steelcase has identified and implemented insourcing strategies to reduce costs and improve sourcing efficiencies within our supply chain. While these efforts might reduce overall waste from the process due to gaining better process efficiencies, they are now performed within Steelcase's control, leading to an initial increase in waste at almost every plant compared to previous years. We also have a strategic corporate effort to reduce complexities and improve efficiencies within our manufacturing processes, leading to inventory reductions. While these efforts will eventually lead to more lean manufacturing principles and waste reduction, they have also temporarily increased our waste output.

306-4 - Waste diverted from disposal

Total Weight of Waste Diverted from Disposal

Category	Waste Diverted in metric tons (t)
Recycling	16,647
Incineration	12,213
Compost	107
Total Waste Diverted	28,966

Total Weight of Hazardous Waste Diverted from Disposal

	Onsite in metric tons (t)	Offsite in metric tons (t)	Total
Preparation for reuse			
Recycling		33	33
Other recovery operations		16	16
Total			49

Total Weight of Non-hazardous Waste Diverted from Disposal

	Onsite in metric tons (t)	Offsite in metric tons (t)	Total
Preparation for reuse			
Recycling		16,614	16,614
Other recovery operations		12,303	12,303
Total			28,917

Total weight of hazardous waste and of non-hazardous waste diverted from disposal (in metric tons):

Offsite	28,966
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Contextual information necessary to understand the data and how the data has been compiled.

We are rolling out a scrap tracking program to each site to help better track and report our total scrap. This allows the plants to have better control over the scrap being created and work to prevent it from occurring through corrective actions. We recycle all commodities we can, but we are limited in some recycling markets based on recycling availability.

Reason For Omission

No Reason For Omission available

Comments

No comments provided

References

No references provided

306-5 - Waste directed to disposal

Total Weight of Waste Directed to Disposal

Category:	Waste Directed in metric tons (t)
Recycling (non-hazardous)	16,614
Incineration	12,196
Landfill (non-hazardous)	5,011
Compost	107
Hazardous Waste	93
Total Waste	34,022

Total Weight of Hazardous Waste Directed to Disposal

	Onsite in metric tons (t)	Offsite in metric tons (t)	Total
Incineration (with energy recovery)		16	16
Incineration (without energy recovery)			
Landfilling		44	44
Other disposal operations		33	33
Total			93

Total Weight of Non-hazardous Waste Directed to Disposal

	Onsite in metric tons (t)	Offsite in metric tons (t)	Total
Incineration (with energy recovery)		12,196	12,196
Landfilling		5,011	5,011
Other disposal operations		16,721	16,721
Total			33,930

Total Weight of Hazardous Waste and of Non-Hazardous Waste Directed to Disposal (in metric tons):

Offsite	34,022
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Contextual information necessary to understand the data and how the data has been compiled:

Data is gathered from each site based on waste vendor logs and estimates using best available data. Data is stored in a database, and is extracted for reporting purposes.

Reason For Omission

No Reason For Omission available

GRI 308: Supplier Environmental Assessment 2016

References

No references provided

3-3 - Management of material topics: Supplier Environmental Assessment

Reason For Omission

No Reason For Omission available

Comments

Steelcase builds strong supplier relationships based on integrity and trust. We work closely with our partners to meet evolving customer needs through a frictionless and responsive supply chain. We expect our partners to adhere to the highest standards for safety, quality and sustainability. Through our Supplier Code of Conduct (linked below), we communicate our global standards for organizational governance, human rights, labor practices, environmental stewardship and community involvement and development. For more information, see our Supplier Diversity Initiatives and our Suppliers website, both linked below.

References

Reference	Description	Page Number
- Supplier Diversity Initiatives		
- Supplier Code of Conduct rev Sep 2022		
- Suppliers website		

308-1 - New suppliers that were screened using environmental criteria

Report the Percentage of new suppliers that were screened using environmental criteria:

94.38%

Reason For Omission

No Reason For Omission available

Comments

Steelcase is committed to using our influence to drive strong ethical, social and environmental performance across our supply chains. Steelcase works to ensure that we have a responsible and diverse network of suppliers who deliver quality goods and services and demonstrate responsible practices through strong sustainability programs.

Globally, we measure our percentage of suppliers screened using environmental criteria monthly as our percent spend under contract. For FY24, we performed at 94.38% spend under contract. By contract, our suppliers are expected to comply to our SUPPLIER CODE OF CONDUCT and our START MANUAL (both linked below) which include environmental criteria.

SUPPLIER CODE OF CONDUCT: When registering suppliers, we request they confirm that they operate in accordance with our supplier code of conduct, including protection of human rights. We work with our suppliers to mutually serve our customers and shareholders. Together, we strive to meet and exceed quality standards, improve efficiencies and effectiveness, and manage resources and costs.

START MANUAL: The START Manual is an instruction manual for new suppliers to Steelcase and covers seven critical business areas ranging from Quality and Engineering to Specials and Materials Management, Supply Management, Distribution / Logistics, and Global Requirements. A list of environmental sustainability requirements is included in the "Engineering section" and the manual provides specific instructions and sets expectations on how to conduct business with Steelcase.

SUPPLIER DUE DILIGENCE: We are developing new assessments to vet our suppliers using software screening platforms to social impact criteria along with environmental criteria. We are currently working on supplier data mapping to help us choose and use material responsibly that could impact our ESG goals. We have also started to report on regulatory reporting guidelines around social due diligence in our supply chain.

References

Reference	Description	Page Number
- Supplier Code of Conduct rev Sep 2022		
- START Manual rev June 2024		

308-2 - Negative environmental impacts in the supply chain and actions taken

Reason For Omission

Information Unavailable/Incomplete

Comments

Though we have been screening suppliers for years for environmental and social criteria, we are in the early stages of identifying potential negative impacts. We are setting up processes to address supplier due diligence globally, described below, and we intend to meet deadlines set in applicable regulations globally. At this time we will leave the numerical answers blank due to lack of complete data.

Our Environmental, Social and Governance (ESG) goals for the company rely on strong supply chain relationships. Some of the actions we have taken to address potential negative environmental impacts in the supply chain are:

EMISSIONS REDUCTION: Engaging our supply chain partners in GHG emissions reduction efforts by educating, assisting and requesting they set their own science-based GHG emissions reduction targets. Our supply chain partners play a critical role in helping us achieve our climate change mitigation targets and reduce their own emissions. We have set a goal to partner with 80% of suppliers by emissions to set their own science-based targets by 2025. We believe by working with our suppliers, our collective impact on the environment is greater than our individual impact could ever be.

RECOGNITION: In order to encourage and motivate suppliers, we have recognized our carbon reduction leaders in our supply chain. See Carbon Reduction Leaders Supplier linked below.

CDP: Steelcase has placed on CDP Supplier Engagement Rating board with a rating of A. Steelcase is listed among top 8% of companies for our work with suppliers in cascading measurement and environmental action across our entire supply chain. See CDP press release linked below.

DESIGN FOR CIRCULARITY: End of use service offerings continue to expand globally. Since the inception of our end of use partnership program in Americas, we have helped customers divert over 6,642 tons of furniture from the landfill. Steelcase is continuing to build a collaborative ecosystem of partners and dealers to support sustainable asset interception. Packaging our products safely is critical but can also lead to excess waste. In support of the circular economy, we're making changes to how we prepare our products for delivery. Steelcase is looking into introducing new sustainable materials and focusing on eliminating single-use plastics in the design of our packaging. Second, we're increasing the amount of recycled content in our packaging. Our teams are constantly innovating to safely deliver our products with responsible materials and as little packaging as possible, further reducing our environmental impact.

SUSTAINABLE PRODUCT DESIGN: Steelcase sustainable product design framework aims to ensure our products are designed with consideration of life cycle thinking and circular economy principles like sourcing materials responsibly and end of use strategies. All materials are reviewed to identify, reduce and eliminate chemicals of concern contributing to material transparency in our supply chain.

ECOVADIS ASSESSMENT: We do the EcoVadis assessment to assess supplier management systems to support environment, labor and human rights, ethics and sustainable procurement practices. Steelcase is placed in top 2% of companies and is awarded based on the themes of environment, labor and human rights, ethics and sustainable procurement. See EcoVadis Performance Assessment linked below.

STEELCASE WOOD POLICY: We believe that wood products from responsible sources are excellent choices for customers seeking to make good decisions – good for the planet. Steelcase supports chain of custody programs as a way to ensure our customers receive wood from responsible sources. See Wood Policy linked below.

SUSTAINABILITY SUPPLIER SCORES: In order to increase our partnership with our valued supply chain from a sustainability standpoint, we do score our suppliers for their participation in sustainability related programs.

SUPPLIER DUE DILIGENCE: We are working on a newly purchased supplier vetting software tool that helps to screen suppliers that could have an impact in our environmental criteria.

See additional discussion provided in the annual Impact Report, linked below.

References

Reference	Description	Page Number
- 2024 Impact Report		38,48,49
- Suppliers Carbon Reduction Leaders rev 2024		
- 2024 CDP		
- EcoVadis GOLD Rating		
- Sustainable Wood Policy rev 2020		

GRI 401: Employment 2016

3-3 - Management of material topics: Employment

For discussion of our strategy related to Employment see our annual Impact Report linked below.

References

Reference	Description	Page Number
- 2024 Impact Report		30-38

401-1 - New employee hires and employee turnover

New Employee Hires

			2023		2022		2021		2020	
Area of Operations	Age Group	Employee Category	Total Number	Rate	Total Number	Rate	Total Number	Rate	Total Number	Rate
Global	All age groups	Total Workforce	1,612	16.11	3,651	34.33	2,904	26.75	546	5.18
Region - Americas	All age groups	Total Workforce	1,367	21.59	3,054	45.73	2,271	33.04	331	4.93
Region - Europe (EMEA)	All age groups	Total Workforce	150	6.58	180	7.62	190	7.94	65	2.72
Region - Asia (APAC)	All age groups	Total Workforce	95	6.83	417	26.19	443	27.90	150	10.48
Global	All age groups	Male	1,246	20.00	2,579	38.31	2,068	29.71	342	5.06
Global	All age groups	Female	365	10.00	1,072	27.47	836	21.47	204	5.39
Global	Under 30 years old	Total Workforce	917	50.69	2,018	94.63	1,654	75.08	269	13.73
Global	Between 30 and 50 years old	Total Workforce	626	12.11	1,387	24.95	1,106	19.43	242	4.28
Global	Over 50 years old	Total Workforce	69	2.28	183	6.36	144	4.87	35	1.20

Employee Turnover

			2023		2022		2021		2020	
Area of Operations	Age Group	Employee Category	Total Number	Rate	Total Number	Rate	Total Number	Rate	Total Number	Rate
Global	All age groups	Total Workforce	1,104	11.04	2,522	23.72	1,756	16.27	885	8.40
Region - Americas	All age groups	Total Workforce	728	11.50	1,955	29.27	1,371	19.94	647	9.64
Region - Europe (EMEA)	All age groups	Total Workforce	149	6.53	187	7.91	169	7.06	104	4.34
Region - Asia (APAC)	All age groups	Total Workforce	227	16.33	380	23.87	226	14.23	134	9.36
Global	All age groups	Male	710	11.17	1,799	26.72	1,177	16.91	591	8.75
Global	All age groups	Female	393	10.77	723	18.53	589	15.13	294	7.77
Global	Under 30 years old	Total Workforce	411	22.72	1,131	51.43	726	32.96	303	15.47
Global	Between 30 and 50 years old	Total Workforce	452	8.75	1,075	19.34	790	13.88	399	7.06
Global	Over 50 years old	Total Workforce	241	7.96	316	10.99	250	8.45	183	6.25

401-2 - Benefits provided to full-time employees that are not provided to temporary or part-time employees

The definition used for 'significant locations of operation':

Steelcase has 3 Manufacturing and WorkLife center regions, with multiple offices and factories within each region. Locations of offices or factories in the Americas region include U.S., Mexico and Canada; Locations in EMEA include Romania, UAE, UK, Spain, Germany, Czech Republic and France; and locations in APAC include China, India, Malaysia, Australia, Japan, Singapore, Hong Kong.

Reason For Omission

Not Applicable

Comments

For Steelcase, temporary and Part-time employees are two different groups.

- Temporary employees are not eligible for any benefits.
- Part-time employees are generally eligible for benefits that full time employees have access to.

Temporary employees, also known as contract employees, are hired for a specific period or project duration. They are employed by Steelcase's staffing agencies, and not directly by Steelcase. Temporary employees are generally hired to fill a temporary need for a specific purpose, usually to complete a project or task, or to fill a current vacancy. They do not receive the same benefits as regular full-time employees or part-time employees.

Part-time employees, on the other hand, work a reduced schedule compared to full-time employees, but they are still considered regular employees of Steelcase. They are entitled to some benefits based on the number of hours they work, such as vacation time, holiday pay, and sick time. Part-time employees are employed on an ongoing basis, and their work hours are generally consistent from week to week.

The specific benefits available to employees may vary depending on factors such as location, position, and length of service. Steelcase aims to provide competitive benefits to attract and retain top talent, and frequently evaluates and updates its offerings to meet the changing needs of its workforce.

Some benefits for U.S. employees (FTE and part-time) include:

- Life Insurance
 - Healthcare
 - Disability and invalidity coverage
 - Parental leave
 - Retirement provision
 - Stock ownership
 - Medical Second Opinion
 - HSA/FSA Accounts
 - Health Supplement Insurance
 - Health Travel Reimbursement
 - Legal Insurance
 - Identity Theft Coverage
 - Vida Health Coach
 - Pet Insurance
-

References

No references provided

401-3 - Parental leave

Reason For Omission

Information Unavailable/Incomplete

Comments

Steelcase has significant locations of operation all around the Globe (Americas, EMEA, and APAC), which means that each region has its own labor regulations and parental leave policies. Thus, global numbers are not reported.

However, Steelcase regularly reviews and updates its employee benefits policies to ensure that they remain competitive and meet the needs of its employees and their families. Therefore, these policies may be subject to change over time in response to local regulations or employee feedback. Below is an overview of the parental leave policies for Steelcase employees in different regions:

Americas (US, Mexico, Canada)

Policies vary in every location depending on each country laws and regulations. In the US, Steelcase provides up to 6 weeks of paid bonding leave to both new mothers and fathers. The benefit can be taken within a year of the child's birth or adoption. In addition to bonding leave, mothers (who give birth) are also eligible for 6-8 weeks of paid disability leave after the birth of their child. Mexico and Canada follow their own country regulations.

EMEA (Europe, Middle East, and Africa)

Steelcase policy for parental leave in EMEA may vary by country law requirements. Eligible parents in some EMEA countries may be entitled to paid leave for a period which may vary with the country.

APAC (Asia-Pacific)

Steelcase provides parental leave to eligible employees in APAC, but the specific policies and benefits may vary depending on the local regulations and laws of the country where the employee works or resides.

References

No references provided

402: Labor/Management Relations 2016

References

No references provided

3-3 - Management of material topics: Labor/Management Relations

Reason For Omission

No Reason For Omission available

Comments

See our Foster Inclusion and Act With Integrity sections of our annual Impact Report, linked below.

References

Reference	Description	Page Number
- 2024 Impact Report		12-38

402-1 - Minimum notice periods regarding operational changes

For organizations with collective bargaining agreements, report whether the notice period and provisions for consultation and negotiation are specified in collective agreements:

Notice period and/or provisions for consultation and negotiation are specified in collective agreements

Reason For Omission

No Reason For Omission available

Comments

The minimum notice period that Steelcase provides to its employees prior to the implementation of significant operational changes that could substantially affect them may vary depending on the circumstances and the specific location or region of the company. It's important to note that Steelcase complies with all relevant legal requirements for employee notice and communication in each region, as well as the policies and procedures outlined in the company's internal employee handbook or other guidelines. In the United States we follow the terms described by the WARN Act (which requires a 60 day/8 week notice if certain criteria is met) If the circumstances don't exist for the WARN Act, notice periods could be as little as 0 days or as many as 12 months, depending on a variety of factors.

References

Reference	Description	Page Number
- WARN Act Compliance Assistance		

GRI 403: Occupational Health and Safety 2018

References

No references provided

3-3 - Management of material topics: Occupational Health and Safety

Reason For Omission

No Reason For Omission available

Comments

See our annual Impact Report discussion on Supporting Wellbeing, linked below.

References

Reference	Description	Page Number
- 2024 Impact Report		25-27

403-1 - Occupational health and safety management system

Provide a statement of whether an occupational health and safety management system implementation:

Steelcase has a global comprehensive occupational health and safety management system. The system has been implemented to achieve legal requirements and standards that are best practices in health and safety. The system and protocols we developed are based on recognized risk management and legal guidelines.

We use a Job Safety Analysis (JSA) tool to anticipate, recognize and prevent hazards. All associates such as hourly, salary and union/nonunion are required to follow our occupational health and safety management system. At this time, all employees are required to follow health and safety guidelines.

We believe our people are one of our greatest assets and, as such, safety is paramount. It's part of our culture for our company to excel. Our safety record, and our commitment to it, supports the development of our brand reputation. And although we've made significant progress over the past few years, we know that safety is a journey that never ends.

Reason For Omission

No Reason For Omission available

Comments

No comments provided

References

Reference	Description	Page Number
- 2024 Impact Report		27

403-2 - Hazard identification, risk assessment, and incident investigation

Reason For Omission

No Reason For Omission available

Comments

Steelcase has a comprehensive program to identify work-related hazards and assess risks on a routine and non-routine basis called Job Safety Analysis (JSA).

The standard provides clear expectations and methods to anticipate, recognize and control hazards in the workplace. A global team of occupational health and safety professionals lead the implementation and review of our JSA procedures.

Daily, weekly, monthly, quarterly and annual reviews are conducted on our JSA performance management system. Any gaps found in the system are quickly identified and documented in our To-Do's accountability system. A specific person and date is set by which the process or JSA must be revised to continuously improve our system.

A comprehensive accountability system for continuous improvement has been implemented at Steelcase called the Lean Management System (LMS). Steelcase has an open-door policy to report any work-related hazard, hazardous situation and all other concerns of any nature. To ensure workers are protected against reprisal, we have several tools for leaders and employees. Employees have the right to communicate and remove themselves from any work situation they believe could cause injury or illness.

We have a comprehensive Steelcase employee handbook to explain how to report and how they are protected against harassment and retaliation for reporting a concern. A description of the processes used to investigate work-related incidents, including the processes to identify hazards and assess risks relating to incidents, are needed to determine corrective actions using the hierarchy of controls and improvements needed in the occupational health and safety management system.

References

No references provided

403-3 - Occupational health services

Describe the occupational health services' functions that contribute to the identification and elimination of hazards and minimization of risks, and an explanation of how the organization ensures the quality of these services and facilitates workers' access to them:

We have a Global Wellbeing Policy and Services that contribute to the identification and elimination of hazards and minimization of risks to employee total worker health. Steelcase has been a long-time leader in Total Worker Health (TWH) to ensure an employee's total wellbeing is considered along with providing a comprehensive list of services. We use leading and lagging indicators of occupational health services to ensure we're providing high quality experiences and resolving employee health concerns.

Reason For Omission

No Reason For Omission available

Comments

No comments provided

References

Reference	Description	Page Number
- 2024 Impact Report		26-27

403-4 - Worker participation, consultation, and communication on occupational health and safety

Describe the processes for worker participation and consultation in the development, implementation, and evaluation of the occupational health and safety management system, and for providing access to and communicating relevant information on occupational health and safety to workers:

Employee engagement and involvement in an occupational health and safety management system is critical to achieve world-class results. Further, we strive to build a cross-functional team to represent the health and safety team. We use the Lean Management System for addressing issues and holding people accountable to get things done. During our safety committee meetings, all leading and lagging indicators of safety are reviewed to ensure we are proactively identifying and preventing hazards in the workplace.

Where formal joint management-worker health and safety committees exist, a description of their responsibilities, meeting frequency, decision-making authority, and whether and, if so, why any workers are not represented by these committees:

Members on a joint health and safety committee are responsible for areas in the plant and are champions for safety within the facility. It is imperative that peers represent and challenge each other to continuously improve safety. They are responsible for promoting safety, reviewing data, listening to concerns and providing feedback on how to continuously improve our safety culture. These teams meet weekly, biweekly and at least once a month to review data and conduct safety inspections in the facility. All committee members have the authority to observe and identify opportunities to improve workplace conditions. We do not exclude or prevent workers from participating on a safety committee. Participation is voluntary.

Reason For Omission

No Reason For Omission available

Comments

References

Reference	Description	Page Number
- 2024 Impact Report		27

403-5 - Worker training on occupational health and safety

Describe any occupational health and safety training provided to workers, including generic training as well as training on specific work-related hazards, hazardous activities, or hazardous situations:

Steelcase is committed to providing legally required safety training and behavioral-based safety training to employees to ensure world-class health and safety results. We train monthly on a diverse array of global health and safety topics such as environmental awareness, PPE, hearing conservation, emergency evacuation planning, fire extinguisher training and much more.

Reason For Omission

No Reason For Omission available

Comments

No comments provided

References

No references provided

403-6 - Promotion of worker health

Reason For Omission

No Reason For Omission available

Comments

Steelcase provides several different avenues to help employees connect to wellbeing resources and improve their quality of life. Some examples include onsite nurses, healthcare carriers, vendor call centers and other government programs that vary globally. In the United States, Steelcase offers numerous well-being programs and services at no cost to employees to help them address specific health risks. Those resources include virtual health, addiction support, weight loss counseling, nutrition coaching, second opinion service, mental health counselling and health coaching. Additionally, all carriers offer disease management built into their programs to help employees better manage their chronic disease.

References

Reference	Description	Page Number
- 2024 Impact Report		26-27

403-7 - Prevention and mitigation of occupational health and safety impacts directly linked by business relationships

Describe the approach to preventing or mitigating significant negative occupational health and safety impacts that are directly linked to operations, products, or services by business relationships, and the related hazards and risks:

Steelcase has a comprehensive approach to preventing and mitigating occupational health and safety risk factors. On a daily and weekly basis globally, we conduct electronic safety observations and identify opportunities for improvement. On a monthly basis we review the any discomforts, near misses and/or injury data. Based on the leading and lagging data we develop corrective action plans to change with any emerging trends. On a quarterly basis we review the leading and lagging indicators of health and safety to ensure we have the proper corrective action and resources to resolve any unfavorable safety conditions or behaviors. On an annual basis we review the leading and lagging indicators of health and safety to ensure we continue to provide a world-class health and safety environment for our employees.

Reason For Omission

No Reason For Omission available

Comments

No comments provided

References

Reference	Description	Page Number
- 2024 Impact Report		27

403-8 - Workers covered by an occupational health and safety management system

If the organization has implemented an occupational health and safety management system based on legal requirements and/or recognized standards/guidelines, complete the following:

Workers and Non-Employees Covered by an Occupational Health and Safety Management System

	2023	
	Number	Percentage
Total covered by such a system	10,004	100%

Provide any contextual information necessary to understand how the data have been compiled, such as any standards, methodologies, and assumptions used:

Steelcase has a comprehensive program to identify work-related hazards and assess risks on a routine and non-routine basis called Job Safety Analysis (JSA). This covers all Steelcase employees.

403-9 - Work-related injuries

Work-Related Injuries, Employees

Employees	2023	2022	2021	2020
Number of fatalities:	0	0	0	0
Rate of fatalities:	0	0	0	0
Number of high-consequence work-related injuries:	0	0	0	0
Rate of high-consequence work-related injuries:	0	0	0	0
Number of recordable work-related injuries:	113	95	87	85
Rate of recordable work-related injuries:	1.0	2.09	1.71	1.27
The main types of work-related injury:	Sprains and strains.			
Number of hours worked:	22,508,832	9,079,781	10,184,045	13,387,357

Describe any actions taken or underway to eliminate other work-related hazards and minimize risks using the hierarchy of controls:

JSA's and other safety programs to reduce risk.

Rates calculated based on 200,000 or 1,000,000 hours worked:

200,000

Report whether and, if so, why any workers have been excluded from this disclosure, including the types of worker excluded:

We do not separate employees from non-employees.

Provide any contextual information necessary to understand how the data have been compiled, such as any standards, methodologies, and assumptions used:

No high-consequence work-related injuries to report. The leading causes of work-related injuries are lacerations and sprains/strains.

We combine our temporary workforce data with our total data provided, as required by OSHA. A risk assessment is conducted and reviewed for each job at Steelcase. The hazards are identified and communicated through a Job Safety Analysis (JSA) posted on the machine. All employees must review job requirements and prove competency before performing the job. The Zone Leader observes and validates training with the employee.

Steelcase is continuously reviewing and implementing an engineering, administrative and personal protective equipment hierarchy of controls to ensure a world-class safety environment for all employees.

Rates have been calculated using 200,000 hours worked. Steelcase has not excluded any workers or disclosures of work-related incidents. Steelcase uses the OSHA Record Keeping guidelines to compile and report our data globally.

Reason For Omission

No Reason For Omission available

Comments**References**

No references provided

403-10 - Work-related ill health

Work-Related Ill Health, Employees

Employees	2023	2022	2021	2020
Number of fatalities as a result of work-related ill health:	0	0	0	0
Number of cases of recordable work-related ill health:	0	8	0	1

Main types of work-related ill health:

Reason For Omission

No Reason For Omission available

Comments

No comments provided

References

No references provided

GRI 404: Training and Education 2016

References

No references provided

3-3 - Management of material topics: Training and Education

Reason For Omission

No Reason For Omission available

Comments

See the discussion of education and training in the Culture of Learning section in the annual Impact Report, linked below.

References

Reference	Description	Page Number
- 2024 Impact Report		28-29

404-1 - Average hours of training per year per employee

Average Hours of Training Per Year Per Employee

Employee category	Male 2023	Female 2023	Male 2022	Female 2022
Leader	8.57	10.20	6.63	11.39
Individual Contributor	2.47	4.89	2.72	5.81
Overall Average	3.67	6.36	3.25	6.60

Reason For Omission

No Reason For Omission available

Comments

Employees covered are all full-time and part-time employees globally with access to SteelcaseU. We use the following learning platforms that provide employees access to learning courses to support skill development:

- SteelcaseU (9513 active licenses)
- Udemy (1526 active licenses)
- LinkedIn Learning (3491 active licenses)

Additional information is provided in our annual Impact Report, linked below.

References

Reference	Description	Page Number
- 2024 Impact Report		28-29

404-2 - Programs for upgrading employee skills and transition assistance programs

Describe the type and scope of programs implemented and assistance provided to upgrade employee skills:

a. LIFT with UdeMy Business is a global, self-paced opportunity for Steelcase employees who are ready, able and committed to upskilling using the UdeMy Business platform. The initiative is designed as an open, ongoing opportunity for developmental access and support, with the goal of empowering employees to build knowledge and skills for meaningful impact in the work that they do each day. The program is voluntary for employees to opt into when the time is right for them.

b. We track goal setting through LinkedIn Learning Hub. In FY24, **58.1%** (3,483) of employees activated their LinkedIn Learning account. **68.7%** (2,395) of those who have activated their accounts have also set a career goal.

Reason For Omission

No Reason For Omission available

Comments

Additional information is provided in our annual Impact Report, linked below.

References

Reference	Description	Page Number
- 2024 Impact Report		34-36

404-3 - Percentage of employees receiving regular performance and career development reviews

Percentage of Employees Receiving Regular Performance and Career Development Reviews

Employee Category	Male 2023	Female 2023	Total 2023	Male 2022	Female 2022	Total 2022
Total workforce	90.78	88.42	89.64	88.07	87.71	87.9

Reason For Omission

No Reason For Omission available

Comments

Impact Coaching engages employees and leaders in frequent, purposeful conversations that inspire achievement and growth. At Steelcase, we believe that employee growth and engagement provide the most direct and sustainable path to company performance. These are both heavily impacted by leader behavior. Through Impact Coaching, we can truly put people at the center of everything we do - moving our culture and our business forward by connecting employees with our purpose of helping people do their best work. Numbers reported are employee percentages reported for engaging in an Impact Coaching conversation with their leader. The data was from Q4 reporting, which was conducted in March 2024 for Q4 FY2024 and includes all salaried and office/administrative employees.

Additional information is provided in our annual Impact Report, linked below.

References

Reference	Description	Page Number
- 2024 Impact Report		34-36

GRI 405: Diversity and Equal Opportunity 2016

References

No references provided

3-3 - Management of material topics: Diversity and Equal Opportunity

Reason For Omission

No Reason For Omission available

Comments

For discussion of our strategy related to Diversity and Equal Opportunity see our annual Impact Report linked below.

References

Reference	Description	Page Number
- 2024 Impact Report		13-24
- Diversity, Equity, and Inclusion Website		

405-1 - Diversity of governance bodies and employees

Diversity of governance bodies and employees

	Gender		Age Group			Other indicators of diversity
	Male	Female	Under 30 years old	30-50 years old	Over 50 years old	Minority/Vulnerable groups
Governance Bodies Members	41.67%	58.33%	0%	0%	100%	16.7%
Employee Category						
Total	63.52%	36.48%	18.08%	51.66%	30.26%	27.9%
Managers	61.24%	38.76%	1.61%	57.14%	41.25%	12.5%
Senior management	65.24%	34.76%	0%	39.03%	60.97%	10.7%
Middle management	59.66%	40.34%	2.23%	64.25%	33.52%	13.7%

Reason For Omission

No Reason For Omission available

Comments

Managers: Include Senior and Middle management.

Senior management: CEO, VPs and directors.

Middle management: Managers and supervisors

Minority or vulnerable groups: Only includes U.S. data, we don't track race for all regions.

References

No references provided

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

Ratio of the basic salary and remuneration of women to men for each employee category, by significant locations of operation:

Employee Category	Location	2023 Ratio	2022 Ratio	2021 Ratio	2020 Ratio
APAC	Senior management	1.03	0.93	0.85	0.96
APAC	Middle management	1.18	1.24	1.10	1.11
EMEA	Senior management	0.80	0.81	0.82	0.81
EMEA	Middle management	0.92	0.86	0.85	0.94
Americas	Senior management	0.95	0.98	0.95	0.94
Americas	Middle management	0.90	0.89	0.94	0.94

The definition used for 'significant locations of operation':

Locations in the **Americas** region include U.S., Mexico and Canada.

Locations in **EMEA** include Romania, UAE, UK, Spain, Germany, Czech Republic and France.

Locations in **APAC** include China, India, Malaysia, Australia, Japan, Singapore, Hong Kong.

Steelcase has multiple offices and factories within each region.

Reason For Omission

No Reason For Omission available

Comments

Senior management includes CEO, VPs and directors.

Middle management includes Managers and supervisors.

Ratio is calculated as the average salary for all women / the average salary for all men (within categories).

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

References

No references provided

GRI 406: Non-discrimination 2016

References

No references provided

3-3 - Management of material topics: Non-discrimination

Reason For Omission

No Reason For Omission available

Comments

For discussion of our strategy related to Non-Discrimination see our annual Impact Report and Global Non-Discrimination policies linked below.

References

Reference	Description	Page Number
- Global Human and Labor Rights Policy		
- Harassment Prevention/Respect and Responsibility		
- 2024 Impact Report		32

406-1 - Incidents of discrimination and corrective actions taken

Total number of incidents of discrimination

	2023	2022
Total number of incidents of discrimination	0	0

Reason For Omission

No Reason For Omission available

Comments

During FY24, Steelcase did not encounter any significant issues pertaining to discrimination incidents or corrective actions.

Steelcase is dedicated to upholding workplaces that comply with relevant anti-discrimination laws and are free from any form of discrimination. All Steelcase employees are required to adhere to the Steelcase Core Values and Global Business Standards, which emphasize treating all individuals with dignity and respect, and fostering an inclusive and non-discriminatory culture. We have a comprehensive investigation process that involves the Corporate Compliance Officer, Director of Internal Audit, Chief Administrative Officer, General Counsel, VP of Global Talent, and their respective teams. Periodically, we report any allegations to our Audit Committee of the Board of Directors.

Steelcase encourages all employees and individuals associated with the company to report any incidents of discrimination or harassment through the company's internal reporting channels. These channels may include the HR department, the Integrity Line, or other designated reporting channels.

If an incident of discrimination is reported, Steelcase will initiate an investigation to determine the facts of the situation and take appropriate action. Depending on the severity and nature of the incident, this may include disciplinary action up to and including termination of employment, training or counseling for employees involved, or other appropriate corrective measures.

References

No references provided

GRI 407: Freedom of Association and Collective Bargaining 2016

407-1 - Operations and suppliers in which the right to freedom of association and collective bargaining may be at risk

Report operations and suppliers identified in which the right to exercise freedom of association and collective bargaining may be violated or at significant risk, and measures taken to support these rights:

Steelcase strives to work with suppliers who share their values and principles of ethical behavior, environmental responsibility, and social accountability. Steelcase expects its suppliers to comply with its Supplier Code of Conduct, which includes requirements for labor practices, human rights, and working conditions. The Supplier Code of Conduct includes a commitment to respecting the right of freedom of association and collective bargaining. Steelcase expects its suppliers to respect their employees' rights to form or join a union, as well as to bargain collectively and engage in lawful collective action. The company also expects that suppliers will not retaliate against employees who exercise their right to freedom of association and collective bargaining.

Describe measures taken in the reporting period intended to support rights to exercise freedom of association and collective bargaining:

Steelcase conducts regular audits and assessments of its suppliers' compliance with its Code of Conduct and works with suppliers to address any areas of non-compliance. The company also collaborates with other organizations and stakeholders to promote fair labor practices and respect for human rights in the global supply chain.

Reason For Omission

No Reason For Omission available

Comments

No comments provided

References

Reference	Description	Page Number
- Supplier Code of Conduct rev Sep 2022		

GRI 408: Child Labor 2016

408-1 - Operations and suppliers at significant risk for incidents of child labor

Disclose operations and suppliers considered to have significant risk for incidents of child labor and/or young workers exposed to hazardous work:

Steelcase is committed to responsible sourcing and ethical business practices. The company has a Supplier Code of Conduct that outlines its expectations of suppliers to adhere to strict policies against forced labor, child labor, and other forms of human rights abuses. Steelcase works closely with its suppliers to ensure that they respect the rights of workers and operate in accordance with local and international labor laws and regulations. The company requires suppliers to verify the age of all workers and to conform to laws and regulations regarding child labor wherever they operate. Steelcase has a zero-tolerance policy for any forms of child labor or any other human rights violations. Suppliers who are found to be in violation of Steelcase's policies and Code of Conduct risk losing their status as a Steelcase supplier.

Describe measures taken in the reporting period intended to contribute to the effective abolition of child labor:

Steelcase conducts regular audits and assessments of its suppliers' compliance with its Code of Conduct and works with suppliers to address any areas of non-compliance. The company also collaborates with other organizations and stakeholders to promote fair labor practices and respect for human rights in the global supply chain.

Reason For Omission

No Reason For Omission available

Comments

No comments provided

References

Reference	Description	Page Number
- Supplier Code of Conduct rev Sep 2022		

GRI 409: Forced or Compulsory Labor 2016

References

No references provided

409-1 - Operations and suppliers at significant risk for incidents of forced or compulsory labor

Describe measures taken by the organization in the reporting period intended to contribute to the elimination of all forms of forced or compulsory labor:

Steelcase is committed to responsible business practices and ethical sourcing. The company has a Supplier Code of Conduct that outlines its expectations of suppliers to adhere to strict policies against forced or compulsory labor and any other forms of human rights abuses.

Steelcase works closely with its suppliers to ensure that they respect the rights of workers and operate in accordance with local and international labor laws and regulations. The company requires suppliers to verify that all labor is voluntary and that workers are free to leave their employment at any time or terminate their employment with reasonable notice.

Steelcase conducts regular audits and assessments of its suppliers' compliance with its Code of Conduct and works with suppliers to address any areas of non-compliance. The company also collaborates with other organizations and stakeholders to promote fair labor practices and respect for human rights in the global supply chain.

Steelcase has a zero-tolerance policy for any forms of forced or compulsory labor or any other human rights violations. Suppliers who are found to be in violation of Steelcase's policies and Code of Conduct risk losing their status as a Steelcase supplier.

Reason For Omission

No Reason For Omission available

Comments

No comments provided

References

Reference	Description	Page Number
- Supplier Code of Conduct rev Sep 2022		

GRI 413: Local Communities 2016

References

No references provided

413-1 - Operations with local community engagement, impact assessments, and development programs

Percentage of operations with implemented local community engagement, impact assessments, and development programs:

56%

Reason For Omission

No Reason For Omission available

Comments

A full discussion of our engagement with local communities is provided in our annual Impact Report, linked below.

References

Reference	Description	Page Number
- 2024 Impact Report		4-11

413-2 - Operations with significant actual and potential negative impacts on local communities

Reason For Omission

No Reason For Omission available

Comments

Steelcase has well over 100 facilities throughout the world, including 20 manufacturing sites. For our manufacturing sites, there are applicable federal, state/province and/or local requirements that we must comply with as part of obtaining permission to manufacture in these locations. Steelcase takes our compliance obligations very seriously and work to continuously improve any environmental impacts. The regulatory authorities have issued applicable regulations, or specified in our operating permits, the level of emissions that is protective of human and environmental health. So, we work with regulatory authority to ensure that we are not being impactful to our people, our neighbors or our planet.

In addition to meeting our regulatory obligations, Steelcase has a large and diverse group of projects to continuously improve our environmental impacts. This second step in managing our impacts is the basis for several initiatives as part of our environmental conformance, the primary example being our certification to ISO 14001 of our Environmental Management System. We use the ISO 14001 system globally to manage our manufacturing environmental aspects. All 20 of our manufacturing sites are certified to ISO 14001.

In addition to reducing our environmental impacts Steelcase has a robust system for reducing negative impacts through our corporate Health and Safety as well as Human Resources Departments. These departments work together to ensure that our employees have a healthy place to work, earn a fair wage and excel at our Core Labor Requirements. These two departments also work together with Sustainability to ensure that we are good neighbors as well as good citizens, in our sites around the world.

References

Reference	Description	Page Number
- 2024 Impact Report		4-11, 38

GRI 414: Supplier Social Assessment 2016

3-3 - Management of material topics: Supplier Social Assessment

Responsible Procurement Practices. Steelcase builds strong supplier relationships based on integrity and trust. We work closely with our partners to meet evolving customer needs through a frictionless and responsive supply chain. We expect our partners to adhere to the highest standards for safety, quality and sustainability. Through our Supplier Code of Conduct, we communicate our global standards for organizational governance, human rights, labor practices, environmental stewardship and community involvement and development.

Leveraging our supplier forums to spread the ESG message is a key avenue to encourage supplier participation beyond just signing our contract and our supplier code of conduct. We engage supplier council members via regular meetings on ESG issues and goals (i.e., Supplier GHG Emissions SBT targets, Supplier Code of Conduct and more) to ensure progress is emphasized within their businesses.

References

Reference	Description	Page Number
- Supplier Code of Conduct rev Sep 2022		
- 2024 Impact Report		38

414-1 - New suppliers that were screened using social criteria

Reason For Omission

No Reason For Omission available

Comments

As of March 2024, we have screened 80% of our existing supply chain on the Forced labor issue and are currently in the process for defining the next steps for any identified high-risk suppliers. We are also screening suppliers to other social criteria in the next few months to meet governance/regulations related to due diligence.

SUPPLIER DUE DILIGENCE: We are developing new assessments to vet our suppliers using software screening platforms to social impact criteria along with environmental criteria. There is also additional screening relating to modern slavery, forced labor, and child labor in our supply chains using US-CTPAT (Customs Trade Partnership against terrorism). We have also started to report on regulatory reporting guidelines around social due diligence in our supply chain. We measure the percent screened by % spend under contract. We track and report this monthly.

SUPPLIER CODE OF CONDUCT: We expect our partners to adhere to the highest standards for safety, quality and sustainability. Through our Supplier Code of Conduct, we communicate our global standards for organizational governance, human rights, labor practices, environmental stewardship and community involvement and development.

SUPPLIER DIVERSITY: Our Supplier Diversity vision is to grow, develop, and retain our diverse businesses by creating a strong supplier diversity program that meets the needs of our stakeholders. Each quarter we report our diverse supplier spend by diversity category and we allocate our diverse supplier spend to each customer based on our sales to them for this period.

SUPPLY CHAIN TRANSPARENCY: We have implemented a process to inform BOTH NEW AND EXISTING suppliers regarding social responsibility expectations for our supply chain through our supply chain transparency disclosure.

GLOBAL HUMAN RIGHTS AND LABOR POLICY: In FY22, we launched a Global Human and Labor Rights Policy to reflect the evolution in company and customer expectations. The new policy incorporates relevant elements of our ESG strategy, such as our commitment to diversity, equity and inclusion, our commitment to our communities and fair employment and labor practices, as well as several pre-existing policies within the company. The policy also closely aligns our internal policies with external standards like the UN Global Compact and other international conventions and norms

References

Reference	Description	Page Number
- Global Human and Labor Rights Policy		
- Supplier Code of Conduct rev Sep 2022		
- Supplier Diversity Initiatives		
- Anti-Slavery Anti-Human Trafficking Statement rev 2023		
- Supply Chain Transparency California Act of 2010 Disclosure		
- Child Labor Law Rev B		
- Anti-Bribery Anti-Corruption Policy rev June 2020		

414-2 - Negative social impacts in the supply chain and actions taken

The reporting organization shall report the following information:

	2023	2022
Number of suppliers assessed for social impacts:	94.38	92.65

Reason For Omission

No Reason For Omission available

Comments

SUPPLIER CODE OF CONDUCT: When registering suppliers, we request they confirm that they operate in accordance with our supplier code of conduct including protection of human rights. Our suppliers contractually commit to comply with these requirements.

RESPONSIBLE PROCUREMENT PRACTICES: We communicate global standards for organizational governance, human rights, labor practices, environmental stewardship and community involvement and development through our Supplier Code of Conduct. Suppliers are evaluated through questionnaires and select site visits.

ECOVADIS ASSESSMENT: We do the EcoVadis assessment to assess supplier management systems to support environment, labor and human rights, ethics and sustainable procurement. Steelcase is placed in top 2% of companies, awarded based on the themes of environment, labor and human rights, ethics and sustainable procurement.

CONFLICT MINERALS ENGAGEMENT: Suppliers are required to ensure that the products, components and materials they sell to us which are incorporated into the products we sell or resold by us do not contain any tantalum, tin, tungsten or gold which originate in the Democratic Republic of the Congo or an adjoining country and directly or indirectly finance or benefit armed groups. They are required to cooperate with Steelcase by providing information for Conflict Minerals reporting. Suppliers shall also (1) establish a due diligence process to ensure compliance with other material sourcing programs, such as wood sourcing, through their supply chains, and (2) provide Steelcase with information regarding the source and chain of custody of any such materials in their products upon our request. In 2023, we surveyed around 200 suppliers and in response to our survey, we identified 317 Smelters and Refiner (SOR) facilities in our supply chain. The Responsible Minerals Initiative (RMI) organization validates that SORs pass the Responsible Minerals Assurance Process (RMAP) through a risk-based approach of processes for responsible mineral sourcing practices. In order to have sourcing impact, we continue to include a Conflict Minerals reporting clause in purchasing contracts, either upon establishment or during the renewal process. See also our annual Conflict Minerals Report SEC filing, linked below.

SUPPLIER DIVERSITY: Since 1991, the Steelcase Supplier Diversity Program has focused on promoting the growth and development of minority-owned, women-owned, veteran-owned, service-disabled veteran-owned and HUBzone businesses in the United States by integrating them into our procurement process. Steelcase continues to expand and track our efforts to increase business with diverse suppliers. Here at Steelcase, we review our corporate supplier diversity goals monthly. In addition, we continue our involvement in conferences and networking opportunities to make connections with more potential suppliers (Put the numbers). Each quarter we report our diverse supplier spend by diversity category and we allocate our diverse supplier spend to each customer based on our sales to them for this period. We do this with over 80 customers in the format they request (portals) or in a report we send.

SUPPLIER DUE DILIGENCE: We are developing new assessments to vet our suppliers using software screening platforms to social impact criteria along with environmental criteria. There are also additional screening relating to modern slavery, forced labor, and child labor in our supply chains using US-CTPAT (Customs Trade Partnership against terrorism). We have also started to report on regulatory reporting guidelines around social due diligence in our supply chain.

References

Reference	Description	Page Number
- 2024 Conflict Minerals Report		

GRI 415: Public Policy 2016

References

No references provided

3-3 - Management of material topics: Public Policy

Reason For Omission

Comments

The company does not make any contributions from corporate funds to candidates for state, local, or federal office or to political parties. Steelcase also does not make any contributions from corporate funds to organizations classified under the Internal Revenue Code as section 527 entities or to any Super PACs, ballot initiatives, electioneering communications, or for independent political expenditures. The company does not maintain a political action committee (PAC). The company also does not provide in-kind contributions, including use of Company offices, telephones, office supplies or employee time to support an officer holder, candidate, or political party. See our full Political Activity and Contributions Policy linked below.

References

Reference	Description	Page Number
- Political Activities and Contributions Policy rev June 2024		

415-1 - Political contributions

Per corporate policy we do not contribute to political campaigns or officials for the purposes of influencing policy. See Political Activities and Contributions and Anti-Bribery/Anti-Corruption Policies linked below.

References

Reference	Description	Page Number
- Anti-Bribery Anti-Corruption Policy rev June 2020		
- Political Activities and Contributions Policy rev June 2024		

GRI 416: Customer Health and Safety 2016

References

No references provided

3-3 - Management of material topics: Customer Health and Safety

Describe policies or commitments regarding the material topic:

We strive to lead the industry in consumer health and safety performance. So our aim is to continuously improve the transparency in material health and the chemistry of our products. We build trust through transparency and demonstrate this through third-party product certifications.

Describe actions taken to manage the topic and related impacts:

Consumer Health + Wellbeing. Our products are designed and tested with safety in mind, ensuring compliance with applicable codes and industry standards, as well as internal performance requirements. Products are tested by our internal teams, by external consultants and by third-party evaluators.

We maintain a robust system for customer questions and complaints, including online and telephone options. A global Alert Management System (AMS) is used to communicate product safety and quality issues and non-compliance concerns.

For ongoing product development, Design Failure Mode Effect Analysis (DFMEA) and Process Failure Mode Effect Analysis (PFMEA) risk assessments and mitigation plans are used to reduce design issues that might affect consumer safety.

Reason For Omission

No Reason For Omission available

Comments

Additional information on our strategy for consumer health and safety is provided in our annual Impact Report linked below.

References

Reference	Description	Page Number
- 2024 Impact Report		57-59

416-1 - Assessment of the health and safety impacts of product and service categories

Assessment of the Health and Safety Impacts of Product and Service Categories

	2023	2022	2021	2020
Percentage of significant product or service categories that are covered by and assessed for compliance with company procedures for assessing product/service health and safety impacts:	100%	100%	100%	100%

Reason For Omission

No Reason For Omission available

Comments

No comments provided

References

No references provided

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

Incidents of Non-Compliance Concerning the Health and Safety Impacts of Products and Services

	2023	2022	2021	2020
Total number of incidents of non-compliance with health and safety regulations resulting in a fine or penalty:	0	0	0	0
Total number of incidents of non-compliance with health and safety regulations resulting in a warning:	0	0	0	0
Total number of incidents of non-compliance with voluntary codes for health and safety:	0	0	0	0

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

Our products are designed and tested with safety in mind, ensuring compliance with applicable codes and industry standards, as well as internal performance requirements. Products are tested by our internal teams, by external consultants and by third-party evaluators. We maintain a robust system for customer questions and complaints, including online and telephone options. A global Alert Management System (AMS) is used to communicate product safety and quality issues and non-compliance concerns. For ongoing product development, Design Failure Mode Effect Analysis (DFMEA) and Process Failure Mode Effect Analysis (PFMEA) risk assessments and mitigation plans are used to reduce design issues that might affect consumer safety.

Reason For Omission

No Reason For Omission available

Comments

References

No references provided

GRI 417: Marketing and Labeling 2016

417-1 - Requirements for product and service information and labeling

Requirements for Product and Service Information and Labeling

Product/service information	Required for product/service labeling
The sourcing of components of the product or service	Yes
Content, particularly with regard to substances that might produce an environmental or social impact	Yes
Safe use of the product or service	Yes
Disposal of the product and environmental/social impacts	Yes

Other (explain):

Percentage of Significant Product or Service Categories

	2023	2022	2021	2020
Percentage of significant product or service categories that are covered by and assessed for compliance with company procedures for product and service information and labeling:	100%	100%	100%	100%

417-2 - Incidents of non-compliance concerning product and service information and labeling

Incidents of Non-Compliance Concerning Product and Service Information and Labeling

	2023	2022	2021	2020
Total number of incidents of non-compliance with product and service information and labeling regulations resulting in a fine or penalty:	0	0	0	0
Total number of incidents of non-compliance with product and service information and labeling regulations resulting in a warning:	0	0	0	0
Total number of incidents of non-compliance with voluntary codes for product and service information and labeling:	0	1	1	0

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

Our products are designed and tested with safety in mind, ensuring compliance with applicable codes and industry standards, as well as internal performance requirements. Products are tested by our internal teams, by external consultants and by third-party evaluators. We maintain a robust system for customer questions and complaints, including online and telephone options. A global Alert Management System (AMS) is used to communicate product safety and quality issues and non-compliance concerns. For ongoing product development, Design Failure Mode Effect Analysis (DFMEA) and Process Failure Mode Effect Analysis (PFMEA) risk assessments and mitigation plans are used to reduce design issues that might affect consumer safety.

In Europe, Steelcase voluntarily certifies its task seating to the NF Environnement Ameublement (NFE) certification, through FCBA. Following an external audit in 2021, Steelcase made the decision to temporarily remove the NFE Logo affixed directly to its certified products. This decision was flagged as a non-conformance by FCBA, but was necessary for Steelcase to update ERP controlled systems and processes to ensure the latest version of the NFE logo is affixed to products. Steelcase developed an action plan, shared with FCBA, to implement corrective actions in 2023 and completed those corrections in 2023.

Comments

References

No references provided

417-3 - Incidents of non-compliance concerning marketing communications

Non-Compliance with Regulations and Voluntary Codes Concerning Marketing Communications

	2023	2022	2021	2020
Total number of incidents of non-compliance with regulations resulting in a fine or penalty:	0	0	0	0
Total number of incidents of non-compliance with regulations resulting in a warning:	0	0	0	0
Total number of incidents of non-compliance with voluntary codes:	0	0	1	0

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

Steelcase maintains accuracy and credibility with respect to its environmental marketing claims and other marketing communications. Steelcase is committed to clear transparency around the chemicals, materials and sustainability performance of its products.

In Europe, Steelcase voluntarily certifies its task seating to the NF Environnement Ameublement (NFE) certification, through FCBA. During an external audit in 2021, FCBA made a finding that Steelcase product marketing materials did not sufficiently communicate the required information to customer according to the consumer code. Steelcase resolved this issue in 2022 to the satisfaction of FCBA.

Reason For Omission

No Reason For Omission available

Comments**References**

No references provided

GRI 418: Customer Privacy 2016

References

No references provided

Reason For Omission

No Reason For Omission available

Comments

See discussion of Cybersecurity strategy on our website and in our annual Impact Report, linked below.

References

Reference	Description	Page Number
- 2024 Impact Report		37-38
- Cybersecurity Practices rev April 2024		

418-1 - Substantiated complaints concerning breaches of customer privacy and losses of customer data

Substantiated complaints concerning breaches of customer privacy and losses of customer data

	2023	2022
Total number of complaints concerning breaches of customer privacy received from outside parties and substantiated by the organization:	0	0
Total number of complaints concerning breaches of customer privacy received from regulatory bodies:	0	0
Total number of identified leaks, thefts, or losses of customer data:	0	0

If the organization has not identified any substantiated complaints, provide a brief statement of this fact:

We have not had any substantiated complaints of breaches of customer data.

Reason For Omission

No Reason For Omission available

Comments

No comments provided

References

No references provided