



Steelcase®

Working at Steelcase

Why Steelcase?

People are at the center of everything we do, both in the way we approach our work and in how we treat our employees. By joining Steelcase, you'll become part of a global and diverse community of people who have found meaning and purpose at work. You will bring your strengths to the role in service of our customers and will be empowered and trusted to act and to learn through experiences and opportunities.

We live by our values. Every day and in every way.

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

We understand the value of finding a deeper sense of purpose through work; yet, we also recognize there is more to you than what you do at our company, which is why we take a holistic approach to wellbeing. We work hard to help ensure your overall wellbeing - including the emotional, physical and financial - is covered through a variety of services and offerings.



For more than 100 years, we have led the way in creating great experiences by offering a range of architecture, furniture and technology products and services that help individuals bring a deeper sense of meaning and purpose to their work.

We design, manufacture and partner with other leading organizations to provide these solutions – accessible through a network of channels, including over 800 Steelcase dealer locations.

At Steelcase, you'll work at a company that believes our business is a force for good. By leveraging our scale and resources around the globe, we can make a real difference in the communities where we work and live. Together we can help people work better, be inspired and grow to their full potential.



Our Approach to Hybrid Work

At Steelcase, we have always believed that the office is our best place to work. Our workplace is designed to foster collaboration and engagement, providing employees with a space to do meaningful work that drives results.

Our employees balance two key principles:

We expect the office to be our primary place of work because that's where we gather to learn, teach, innovate, and host our clients. Being present together builds communities of belonging, enables strong teams, and helps us make meaningful progress.

We also believe in giving people choice and control – over how, when and where they work to achieve commitments and deliver results, along with their wellbeing and personal needs. We trust employees to orchestrate their time and presence to best accomplish work, and what that looks like may change from day to day.

Levels of flexibility vary by role and team, and employees and their leader need to align on expectations of flexibility. Together we can help the world work better.



Steelcase's Commitment to People + Planet

People

Doing our best work for the places we all share starts with designing better futures for the wellbeing of people and the planet.

As leaders in the world of work, we help create places that impact the experiences of millions of people every day.

We're doing better for people by building community and belonging where everyone feels seen, heard and valued, in the workplace and the world.

Helping Communities Thrive: We help communities thrive through the work of our Better Futures Community, which partners on and funds social innovation programs to build equitable access to opportunity.

Foster Inclusion: We foster inclusion by designing spaces, tools and experiences that support our employees, partners and customers in feeling seen, heard and valued.

Act with Integrity: We act with integrity by empowering all our employees to represent our values, and by being rigorous in how we implement policies that live up to our own ethics and goals.

Planet

We're doing better for the planet by recognizing our role in climate change and reducing our environmental impact to help build a more sustainable and resilient world.

Reduce our Carbon Footprint: We reduce our carbon footprint by working towards and meeting more ambitious climate goals at a greater global scale than anyone in our industry.

Design for Circularity: We design for circularity by implementing impactful reuse, recycling and remanufacturing strategies across our entire product design and delivery process.

Choose + Use Materials Responsibly: We choose and use materials responsibly by sourcing and selecting materials that are healthier for people and the planet and managing resources such as water and energy wisely.

Benefits Summary

At Steelcase we take a holistic approach to wellbeing to ensure our employees feel valued and supported at every level, both inside and outside of the office. When we talk about wellbeing, we consider the whole self, meaning we take into account not only emotional and physical wellbeing but financial wellbeing, too. Creating an environment that supports an engaged and fulfilled workforce is reflected in the benefits offered to our employees.

Financial

- **Retirement/401K:** Steelcase will match 66% of your contribution up to 6% of your compensation for a maximum match of 4%.
- **Profit Sharing:** Target 5% company contribution based on company performance.
- **Wellness Reimbursement:** Employees are reimbursed up to \$200 for products, programs and services that support physical, mental, emotional, financial and overall wellbeing. Items that qualify include gym or fitness center memberships, yoga classes, a Fitbit®, golf leagues, student loans, pet adoption fees, estate plans, subscriptions to care.com, sittercity.com and more.
- **Dependent Day Care FSA:** This Flexible Spending Account works much like your healthcare FSA, but is for dependent day care. You decide how much money to set aside, up to \$4,500, based on your anticipated spending during the year for childcare or adult dependent day care. Additionally, Steelcase will match 50% of your contribution up to a maximum company contribution of \$500.
- **Childcare Discount Program:** Through our partnership with the Learning Care Group, employees that utilize LCG's network of centers will receive a 10% tuition discount on childcare expenses for children ages 0-12 years, as well as priority placement on waitlists. With over 1,050 early education centers across the country, LCG is a great option for employees wherever they work and live. LCG offers infant care to school-age programs and flexible enrollment options to fit your schedule. Through our partnership, employees will receive a 10% tuition discount on childcare expenses for children ages 0-12 years. This includes a free initial registration fee (valued at \$150-\$175).
- **Pet Insurance:** With voluntary MetLife pet insurance, you can receive financial protection from essential services related to accidents and illness as well as additional features like telehealth, mortality benefits, and special discounts on pet supplies or services.
- **Backup Care:** Steelcase employees are eligible for 10 free child or adult backup care days per year when regular care is **unavailable, through Care.com's network of vetted care providers.**
- **Legal Services:** The legal plan offers a network of attorneys who can help with creating or updating a will, real estate matters, tax audits, document preparation and more. This is a 100% employee-paid voluntary benefit administered by MetLife Legal Plans, and the plan covers employees and eligible family members.
- **Identity Theft Protection:** Through Experian, Steelcase offers identity repair services and credit fraud monitoring/alerts, free of charge to employees.

- **Employee Discounts:** Steelcase offers employees and retirees access to a variety of special discounts on consumer goods and services, including restaurants, autos, vacations and wireless and other technology products.
- **Mpowered:** If your work requires phone use, you will be eligible for a multi-tier monthly reimbursement program for your cell phone.

Emotional well-being

- **Vacation/PTO:** See separate document for details.

Emotional well-being cont.

- **All One Health Employee Assistance Program:** Offers a variety of confidential services to employees and their families, including: child and elder care resources, financial counseling, support for stress, depression, parenting trouble, relationship issues, anger management and other challenges. Coaching sessions can be by telephone or in-person and are provided at no cost to you.
- **Adoption Assistance:** Reimbursement of all eligible expenses up to \$7,500 per child.
- **Bonding Leave:** Mothers and fathers are eligible for 6 weeks (30 working days) of leave for any birth, adoption or surrogacy. For new moms, that's in addition to the six weeks of standard maternity leave covered under the short-term disability policy.
- **Nursing Mom Support:** For up to one year (three years in New York) after the child's birth, any Steelcase employee who is breastfeeding her child will be provided reasonable break time to express breast milk. Steelcase has designated Mother's Rooms (outfitted with refrigerators) in most locations for this purpose. In locations where there isn't an existing Mother's Room, the Company will respond within 5 days to provide a space.
- **Caregiver Leave:** Balancing caregiving and work can be a challenge. Steelcase is offering a new benefit that provides up to six weeks of paid leave for employees who need to care for an immediate family member who has a serious health condition. This new benefit is designed to give you flexibility and support to provide care for your family in a time of need. Pay for this leave will be consistent with the short-term disability plan.
- **Bereavement Leave:** Grief can spring from a variety of losses or events. Steelcase wants to support employees through some of the challenges that may occur when grieving a loss. Bereavement leave allows employees to grieve, focus on their mental health, attend funeral services or address financial and legal matters that may occur. Our bereavement policy includes:
 - Leave for the loss of a spouse/domestic partner, child, pregnancy loss or failed adoption. This leave will provide up to 20 days off per year.



- Loss of an immediate family member will now qualify for up to 10 days off.
- Loss of an extended family member will now qualify for up to 3 days off.
- Leave for all other loved ones, including pets, of up to 1 day off per year.

Career

- **Career Development:** Steelcase offers an online, 24/7 Career Development Process to support an employee's career growth. Additionally, Steelcase employees and people leaders are trained in Impact Coaching techniques to encourage frequent, purposeful conversations that inspire achievement and growth.
- **Education Assistance:** The maximum tax-free reimbursement in a calendar year is 100% of tuition, up to \$5,250 for full-time employees. For part-time and job-sharing employees, the maximum tuition reimbursement is \$2,650 per year.

Physical well-being

- **Medical, Dental, Vision and Flex Spending Account:** Steelcase partners with Aon Active Health Exchange, the first nationwide private large employer multi-insurance carrier exchange. An exchange is a way for you to get medical, dental, vision and other coverage through an online insurance marketplace where buyers like you can shop for coverage from multiple health insurance carriers that are competing for your business. You will have your choice of several medical, dental and vision plans and carriers. This allows you to find the plan that works best for you and your family. Depending on the plan you select, you will also have the option to enroll in a Health Savings Account or a Flexible Spending Account.

Physical well-being cont.

- **Short-Term Disability:** Steelcase provides a basic weekly disability benefit (70% of base pay) to hourly and non-exempt salaried employees who are off work for non-occupational reasons up to 26 weeks. Exempt salaried employees are eligible for salary continuation up to 26 weeks.
- **Long-Term disability:** 50 and 60% plans can be purchased for coverage when short term disability ends.
- **Life Insurance:** Eligible employees of Steelcase are automatically enrolled with life insurance from MetLife equal to their annual base pay, up to a maximum of \$1,000,000. However, the amount over \$50,000 is taxable at special IRS rates based on age. Additional life insurance is also available for purchase for employees, spouses and/or dependents.
- **Accidental Death & Dismemberment (AD&D):** Accidental death and dismemberment insurance provides coverage in the event of death or serious injury by accident and is usually less costly than other forms of life insurance. Steelcase automatically provides AD&D coverage for you free of charge equal to your annual base salary (maximum of \$1,000,000). However, the amount over \$50,000 is taxable at special IRS rates based on age. Additional AD&D insurance is also available for purchase for employees, spouses and/or dependents.

- **Employee Fitness Center and Wellbeing Hub:** Most Steelcase locations offer a fitness center. In addition, a variety of digital and in-person fitness services are available, including classes, personal training and health coaching. Ask about your local offerings and see the additional digital wellness benefits below.
- **Weight Watchers:** All U.S. employees, spouses and domestic partners nationwide can register via Steelcase's registration site at a 50% discount.
- **Vida: A Mobile Health Coach:** A mobile app that connects individuals with a health coach 24/7. These experts can talk with you about medications, stress, help you follow your doctor's advice, start a healthy diet or discuss other wellbeing concerns.
- **Workit Health:** Is an online, coach-supported program designed to help clients struggling with addictions get to a healthier level of use. Whether you or someone you're close to is wrestling with alcohol, drugs, sex, Internet, gambling or other addictions, this program can provide personalized support, 24/7 on-demand access and is 100% confidential.
- **Teladoc Medical Experts Second Opinion Services:** Teladoc Medical Experts is a unique benefit where U.S. based Steelcase employees (and all their dependents plus parents and parents-in-law) receive access to the best doctors around the world. If you or a family member has ever received a medical diagnosis that you're unsure of or frustrated with, Teladoc Medical Experts can review your medical records/test results and give you a second opinion. They can also answer basic medical questions, help you find a local physician who's right for you, help you make the right decisions about critical situations or illnesses and/or consider all alternatives before undergoing a serious procedure. The program doesn't cost you anything, is confidential and doesn't replace any of the benefits you already have.
- **Child and Adult Backup Care:** Through Care.com, employees are eligible for 10 free child or adult backup care days when regular care is unavailable.
- **Backup Care for Children:** In-home or in-center vetted and subsidized care for your children when your regular care is not available. Use your Backup Care days for school or daycare closures, last-minute caretaker cancellations, a sick child or at home parent, and more.
- **Backup Care for Adult Family Members:** Can be used for things such as rides to doctor appointments, help recovering from surgery, meal prep, care when regular adult care isn't available, and more. Whether you need an extra hand or have a parent across the country who could use extra support, we can help. Care.com will ensure all individuals providing Backup Care complete a screening process that includes criminal background checks.

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