



Steelcase®

Working in  
Manufacturing  
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 diverse community of people who come together every day to make products that impact millions of people at work around the world.

We 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 ensure your overall wellbeing - including the emotional, physical and financial - is covered through a variety of services and offerings. We especially understand the importance of physical wellbeing at work, which is why you will find a clean, safe and healthy work environment for yourself and others at Steelcase facilities.

You'll also be working at a company that believes we can make a real difference in the communities where we work and live by leveraging our scale and resources around the globe. We offer a variety of local programs for you to join us in being a force for good.



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. With your help, we can help people work better, be inspired and grow to their full potential.



# 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 work. 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 well-being. 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.
- **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.
- **Child and Elder Care Resources:** Priority placement and a 10% discount for Steelcase employees who utilize one of the Learning Care Group childcare centers. Steelcase employees will also receive free access to Care.com and up to ten days of emergency back-up care to use when regular child or elder care plans fall through.
- **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.

## Physical well-being

- **Medical, Dental, Vision, & Flex Spending account:** See separate document for details. 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.
- **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. 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.
- **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.
- **Life Insurance:** Eligible employees of Steelcase are automatically enrolled with life insurance from Securian Life 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.
- **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 specifically 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.

## Emotional well-being

- **Caregiver Leave:** Will provide up to six weeks of paid time off to care for a family member with a significant health challenge. Giving you flexibility and support to provide care for your family in a time of need.
- **Expanded Bereavement Leave:** Will increase the amount of paid time off available to employees who suffer a significant personal loss and need time off to grieve and adjust to new realities.
- **Vacation/PTO:** See separate document for details.
- **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.



## 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.

**Steelcase**

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