

### **Contribution Guidelines**

#### *United States*

Non-profit organizations in the United States that are certified tax-exempt under section 501(c)(3) non-profit tax-exempt status are eligible for corporate contributions and may request a donation or a sponsorship if they meet the following guidelines.

Our giving is concentrated in the following locations where we have a significant business and/or employee presence:

- Athens, AL
- Grand Rapids, MI

Our goal is to have our contributions focus on our corporate priorities and those are:

- Arts and Culture
- Diversity and Inclusion
- Public Urban Education
- Economic Development
- Environment

Steelcase does not donate to any organization that discriminates on the basis of gender, race, color, religion, creed, national origin, citizenship, marital status, handicap, age, sexual orientation, sexual identity or veteran status.

We also do not donate to:

- Individual elementary, middle or secondary schools
- Religious organizations
- Governmental organizations (local, regional and national)
- Walks, Runs, golf outings and other sport or recreational outings/events
- Sponsorships for trips (organizational or individual) on behalf of an organization
- Catastrophic individual illnesses or accidents
- Individual political candidates or political action committees

#### **Furniture for non-profit organizations**

Steelcase may provide non-profit organizations with office furniture, either donated or at reduced costs through Steelcase dealers, when approved by Corporate Relations.

#### **Donations to government organizations**

Steelcase may, under certain conditions, consider donating furniture to governmental units. Please note that due to our many federal and state contracts, we often cannot extend contributions in this area.

*For requests outside the United States, please contact your local Steelcase office and ask to be directed to Human Resources.*

**Please submit request via email or postal mail to:**

**Steelcase Inc.**

Corporate Relations

Mailcode:GH-2E-10

P.O. Box 1967

Grand Rapids, MI 49501-1967

[cr@steelcase.com](mailto:cr@steelcase.com)

*Please review the contribution guidelines before completing and submitting this form.*

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This request is for:	Furniture	Cash	Other
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Name of Organization:

Address:

City:

State:

Zip:

Contact Name/Title:

Contact E-mail:

Phone:

Website:

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Are Steelcase employees volunteers or board members with your organization? (please name)

Are you or any member of your immediate family a Steelcase employee? (please name)

Request in Detail:

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*Additional materials may be attached.*

*In order to be considered for a Steelcase Inc. donation, you MUST be a non-profit organization and you must provide us with a copy of your Federal Internal Revenue certificate of tax-exempt status with your request.*