

CONTRACTOR ENVIRONMENT, HEALTH & SAFETY HANDBOOK

Position Statement

It is Steelcase's position that responsibility for the performance of safe work by employees of outside contractors and compliance to OSHA, MIOSHA, and other federal and state regulations remains with the outside contractor. Steelcase will work with outside contractors to make certain that they are aware of all Steelcase's Environment, Health and Safety policies and have received, read and will abide by the policies covered in the Steelcase Contractor EHS Handbook.

Policy

Steelcase requires that all Contractors performing work at Steelcase be pre-qualified. Contractors are required to certify any subcontracted services. Steelcase will prequalify outside contractors by requiring copies of contractor's certificate of insurance, Steelcase Pre-Approval form, Steelcase Contractor Safety Agreement form, Acknowledgment page from the EHS handbook, Outline of Contractor Safety Program and OSHA 300 Logs for last 2 years. This information will be present to Steelcase at bid request and prior to work starting on Steelcase premises. **An exception may be made by Corporate Health & Safety Department** in emergency situation with an immediate need.

These exceptions are to be used only on a limited basis. If the contractor will be performing work at Steelcase on a regular basis the Contractor must be approved. If they cannot be approved an alternate contractor must be used.

- Steelcase will provide information to outside contractor employees regarding its processes and safety management policies to assure contractor employees are aware of the special hazards, safety procedures and emergency plans for Steelcase facilities.
- Steelcase, Inc. will notify outside contractor personnel when they observe work being performed in an unsafe manner. For serious or repeated violations, Steelcase retains the right to stop work or terminate the contract.

- Steelcase will periodically reevaluate the safety programs and performance of contractors authorized to perform work on the premises. As a result of these evaluations, any contractor determined to be exhibiting unsafe work practices may be disqualified and not permitted to perform work.

- If the contractor becomes disqualified the Project Manager must contact Corporate Health and Safety.

FORWARD

Steelcase, Inc. has developed specific rules that are intended to provide their employees, suppliers, visitors and contractors a safe and healthy work environment.

Willful disregard of contractor safety rules and procedures will be cause for corrective action and possible termination of services. In situations not specifically covered by OSHA or MIOSHA regulations or these rules and procedures, individual judgment and discretion are required.

CONTRACTOR PRE-APPROVAL

Prior to award of a contract or commencement of work, contractor shall complete and/or supply Steelcase with the following upon request:

1. Current certificate of insurance
2. Signed acknowledgement of the EHS handbook.
3. Signed acknowledgment from page 21 in Steelcase Contractor Safety Standard # 9
4. Current insurance experience modification rate (EMR)
5. OSHA 300 Logs for the past two years
6. Outline of Written safety program
7. Current recordable incident rate
(# of cases on OSHA Log X 200,000)
(Actual Manhours)

NOTE: All contractors are required to notify Steelcase, in advance of services, if they will be using Sub Contractors.

EMERGENCY INFORMATION

**FIRE/SECURITY/MEDICAL
TELEPHONE
Protection Services 616-247-
3333**

EMERGENCY ALARMS

You will be notified by the Steelcase
P.A. system of the Emergency in
progress and directions on evacuation
and shelter.

Steelcase Project Manager

TABLE OF CONTENTS

	PAGE
Accidents	5
Contractor Safety Violations	5
Conduct	5
Driving, Parking, and Traffic Rules	6
Individual Plant Rules	6
Personal Protective Equipment	7
Noise	7
General Safe Operating Rules	7
Housekeeping	8
Barricades & Guardrails	9
Chemical Handling and Exposure	9
Waste Disposal	10
Material Handling	10
Compressed Gas Cylinders	11
Electrical Equipment	11
Fire Protection	11
Flammable Liquids	12
Labeling	12
Ladders	13
Hazardous Work Permit System	13
Tools	14
Chains	14
Excavation	15
Gas Lines	15
Welding & Cutting	15
Work Platforms	16
Pressure Vessels/Boilers	18
Pipes	18
Environmental Policy	19

ACCIDENTS

Procedures for Handling

Employees are a company's most important asset. To protect this valuable resource, when a contractor/subcontractor employee is injured, the contractor will:

- Ensure that the injured person receives prompt and proper medical treatment.
- Notify Protection Services at 7-3333 of any severe injury needing immediate assistance. For minor injuries, follow your established procedures.
- Report incidents immediately to your Steelcase Project Manager. The notice should be in writing on the contractor's business letterhead following the general form illustrated on page 18 of the Steelcase Contractor Safety Standard #9. Project Manager must notify the facility HSE of accidents involving injuries and/or property damage immediately. Safety violations and accidents are to be reported to Steelcase Corporate Safety Department.

CONTRACTOR SAFETY VIOLATION

When a contractor safety violation occurs, the violation must be documented by the contractor and Steelcase Project Manager. Copies of the violation(s) will be sent to Corporate Health and Safety. The contractor employee will be verbally notified of the infraction immediately and be required to correct the said violation.

Serious or repeat violations could result in disqualification of a contractor, termination of contractor's contract or refusal to allow contractor employees on Steelcase property.

CONDUCT

The contractor is responsible for the conduct of its employees. While on Steelcase premises, contractor employees are prohibited from engaging in any unsafe activities including:

- Tobacco free
- Horseplay
- Gambling
- Fighting
- Theft

- Loitering
- Possession of alcohol and drugs
- Wandering about the Plant
- Possession of weapons
- Threatening or coercive behavior
- Soliciting or interfering with production processes
- Careless operation of equipment or vehicles
- No minors on premises

DRIVING, PARKING, AND TRAFFIC RULES

All contractor vehicles must meet applicable State Laws concerning safe mechanical operation (i.e., brakes, lights, etc.). In addition, all contractor personnel have the responsibility for the safe operation of motor vehicles by complying with the following:

1. All vehicles shall be driven at speeds not to exceed the posted speed limit (25 mph).
2. All traffic signs must be observed; failure could cause the employee to lose driving privileges on Steelcase property
3. All personal cars must be parked in an area designated by the Steelcase Project Manager.
4. Accidents involving motor vehicles must be reported to Protection Services office at 247-3344 immediately.
5. Passengers in moving vehicles must be provided with seats.

INDIVIDUAL PLANT RULES

Before starting work in any department, notify the Steelcase Project Manager and department management to discuss any precautions to be taken for the work to be performed.

It is the contractor manager's/management responsibility to ensure that all personnel:

- Stay in their assigned work areas.
- Use only designated break areas
- Use ladders or elevating platforms to access raised work areas
- Prior permission from the facility HSE is required before using pipelines, beams, joists, conduit, etc. as a work platform, tie off or lift support.

- Do not operate or tamper with safety devices such as relief valves, deluge valves, gauge valves, electrical and mechanical interlocks, guards, electrical switches, etc.

PERSONAL PROTECTIVE EQUIPMENT

The contractor shall provide, and the employees shall use, personal protective safety equipment and clothing as specified for the Steelcase facility they are performing service.

1. Industrial safety glasses with side shields (meeting ANSI Z87.1-A89 requirements) shall be worn at all times within Steelcase property and when the task being performed presents the hazard of flying objects, glare or splashing liquid (i.e. cutting, buffing, grinding, hammering, chipping, drilling, etc.) **NOTE:** At anytime, Steelcase can invoke the safety glass rule if they feel a hazard exists.
2. Approved head protection is required for all construction contract work within the operating plant area, in accordance with MIOSHA regulation R408.40622
3. Lifelines, safety harnesses and lanyards should be used for contractor's employees' safeguarding when entering a hazardous space which contains bulk or loose material that could engulf the employee as required by MIOSHA regulations.
4. All contractor personnel shall wear clothing and footwear appropriate for the work performed. The wearing of sandals, canvas shoes, or athletic shoes in our operating plant(s) is prohibited.

NOISE

Care should be taken not to expose contractor employees or adjacent Steelcase personnel to excessive noise.

GENERAL SAFE OPERATING RULES

- Machines and equipment are to be operated only by those who have been authorized and trained to do so.
- All mechanical safety devices and guards on machinery must be properly in place and in good working condition before operating.
- All safety devices must be properly adjusted and used.

- Report defective guards and devices at once and do not use affected equipment until they have been repaired.
- Obtain instructions from the Steelcase Project Manager when working around hazardous materials
- Check equipment for mechanical defects. See that all valves are in the proper position.
- Report all operating problems or unusual conditions to the Steelcase Project Manager at once.
- All powered equipment is to be locked-out if it is to be worked on.

HOUSEKEEPING

- Work places, break areas, tools, and machinery must be kept clean and uncluttered. Scrap paper, rubbish, scrap wood and other similar materials must be discarded into proper containers. Large amounts of scrap are to be properly disposed of by the contractor.
- Equipment and tools must be returned to their designated storage areas after use.
- Materials, containers, and equipment must be kept away from edges of platforms, ledges, etc., where they can fall.
- Spilled materials must be covered, neutralized, and removed as soon as possible. Call 7-3333 if the spill is larger than one quart or in a hazardous work area for clean-up.
- Floors in working areas are to be kept clean and dry. Jutting nails and other sharp, protruding objects must be pulled out, bent over, or otherwise made harmless.
- Electrical panels and disconnects must be kept clear. A 42-inch clearance must be maintained in front of all electrical panels

AISLES, STAIRWAYS

Aisles and stairways must be kept clean and free from obstructions. In addition, free access must always be maintained to safety showers, eyewash fountains, fire extinguishers, fire hose, stationary ladders, sprinkler equipment and fire hydrants.

STORAGE

Materials shall be stored in a safe and secure manner. Pipe stored on end must be secured. An eighteen-inch sprinkler head clearance must be maintained in all storage locations. Sufficient aisles and passageways of 36" shall be maintained and not blocked. Material shall not be stored in front of doors, exits or other means of escape.

BARRICADES AND GUARDRAILS

Often, hazards exist during construction or demolition which require special attention to protect nearby personnel. It is the contractor's responsibility to ensure that temporary protection is provided whenever unsafe conditions exist.

The contractor shall guard any pits or piles of material on the ground by rope guard, rails or barricades and lanterns shall be provided at night, except when area is inside a well-lighted facility.

When working overhead in areas that may be used by plant employees, the Steelcase Project Manager and production supervisor shall determine such areas that need to be roped off. "OVERHEAD WORK IN PROGRESS" signs will be posted. Steelcase employees may not work beneath aerial equipment or within 10 ft. of raised aerial equipment. Warning lights or cones must be properly placed to protect all employees. Contractors must wear hard hats and be properly notified before overhead work begins.

CHEMICAL HANDLING & EXPOSURE

Chemical Handling

Whenever a contractor handles chemicals on Steelcase premises, the following requirements must be observed:

1. Any chemical brought onto Steelcase premises must be approved using the New Chemical & Process Evaluation procedure available by contacting Corporate Health & Safety. No chemical should be brought onto Steelcase premises without prior approval.
2. All contractor employees must use proper protective clothing and equipment to prevent contact with hazardous chemicals
3. Material Safety Data Sheets (MSDS) must be available onsite for all chemicals used by contractor upon request in an emergency situation.
4. Chemicals must be stored, labeled, covered or inside at all times in approved containers and labeled as to contents.
5. Spill containment and clean-up procedures must be immediately available and used as necessary. All spills greater than one gallon or in a hazardous work area must be reported to 247-3333 immediately for Steelcase assistance. At all times, spilled

material must be prevented from entering an inside or outside drain.

6. Do not use a shop vacuum to clean up flammable spills.

Chemical Exposure

Safety showers and eye wash fountains are used to dilute the action of harmful chemicals. ALWAYS DETERMINE THE LOCATIONS OF THE NEAREST SAFETY SHOWER BEFORE PERFORMING WORK WITH HAZARDOUS CHEMICALS. When chemical contact occurs, immediate action is essential. Only water should be used to neutralize areas of chemical contact.

1. Go DIRECTLY to the nearest safety shower/eyewash unit.
2. REMOVE goggles after the chemical has been initially washed off.
3. FLUSH the affected area with water for 15 minutes. (When flushing eyes be sure to hold them open.)
4. NOTIFY Steelcase Project Manager of an accident immediately.
5. If immediate medical assistance is needed call security at 7-3333

MATERIAL HANDLING

It is the contractor responsibility to ensure maximum safety in handling, moving, loading, and unloading materials. When necessary, gloves and safety shoes should be worn.

- Check the drum, barrel, or container to see if it is properly closed before transporting. Do NOT drop drums from loading platforms or trucks.
- Check containers for leakage and /or bulging caused by internal pressure.
- Advise other workers to stay at a safe distance in the event that a container falls or spills.

WASTE DISPOSAL

Contractors are responsible to remove all waste materials generated by the contractor while on Steelcase property (i.e., hazardous or non-hazardous liquids, aerosols, tools, equipment, etc.). Waste resulting from Steelcase processes (i.e., washer tank cleaning) are not included unless otherwise directed/contracted by authorized Steelcase personnel. Waste solvent and oily rags are to be removed daily. DOT regulations must be followed for transportation of

applicable materials. If applicable, contractors may utilize the Steelcase recycling program for disposal of corrugated or other recyclable materials.

COMPRESSED GAS CYLINDERS

The contractor will ensure that all cylinders are:

- **Chained** to prevent them from falling
- **Capped** when not in use
- **Marked** to indicate their contents
- **Transported** in approved carrier

The storage of oxygen and LP gas cylinders requires special attention. Always SEPARATE oxygen cylinders from fuel gas cylinders and never expose LP gas cylinders to excessive heat. Contact Steelcase Protection Services for assistance at 247-3344.

ELECTRICAL

All electrical work must be performed using OSHA required personal protective equipment. It is the contractor's responsibility to ensure that all electrical work performed complies with applicable National Electrical Code and OSHA requirements. All electrical equipment must be in good condition and properly grounded. In the event that a defective electrical appliance is identified, it must be repaired by authorized personnel or tagged and taken out of service.

FIRE PROTECTION

The only acceptable standard on all job sites shall be excellent housekeeping. Trash, oily rags, combustible materials and similar fire hazards of any nature must be disposed of daily.

Automatic Sprinklers

Sprinkler valves must be kept **CLEAR AND LOCKED OPEN** at all times. All leaks must be reported immediately to Steelcase Protection Services at 247-3344. Materials must not be stacked closer than **18 INCHES** to a sprinkler head. Sprinkler valves must be operated by authorized personnel ONLY (Contact Protection Services at 247-3344)

Fire Extinguishers

- Contractor shall provide and maintain appropriate fire protection equipment in the construction area that is available at all times. (Extinguishers must have a seal to visually assure that they have

not been used since last servicing.)

- The extinguishers must be thoroughly checked on an annual basis and have a tag noting the last inspection date.

Fire Doors

- Fire doors must be kept CLOSED when not in use or be of the design to close automatically in the event of a fire.
- The doors when opened, must NEVER be blocked open.
- The fusible link on the doors must NEVER be painted and the weights must not be tampered with.

FLAMMABLE LIQUIDS

Handling

- Flammable liquids must be handled away from heat, sparks and/or flames (e.g. welding or cutting operations)
- Welding, cutting or brazing is not permitted within 50 feet of any refueling, painting, or coating operation where flammable materials are being used.
- Mixing flammable or combustible materials such as paints, lacquers or coatings must be done with an air driven or explosion proof motor.
- Gasoline engine driven equipment shall not be permitted inside of an enclosed building. Exceptions to this rule must be approved by facility HSE.

Storage

- Approved safety cans equipped with flame arrestor and self closing nozzle must be used for the storage of any flammable liquid of one quart or more in volume. Contents must be marked as to contents with appropriate warnings.
- Do not dump or allow spills of flammable, corrosive or toxic materials into drains or sewers.

LABELING

All chemical containers must be properly identified either in the original containers or with HMIS labels. The person filling the container is responsible for its correct identification. If applicable, the proper Department of Transportation (DOT) label must be affixed to each container

Containers of hazardous materials must be marked as required by the OSHA Hazard Communication Standard. Material Safety Data Sheets must be available. Any questions on labeling or disposal please contact a plant waste coordinator or Global Environmental Performance.

LADDERS

All ladders used on Steelcase property shall be inspected periodically and maintained in proper working condition. Any defective ladder must be tagged "Do Not Use" and removed from service. Metal ladders must not be used when performing electrical work. Extension ladders (max. height of 40 feet) will be equipped with ladder feet. Step ladders under 12 feet may also be used.

- Do not use ladders as platforms or scaffold planks
- Ladders must have solid footing. Do not place on boxes, scaffolds, aerial lifts or other unstable objects.
- When using ladders in front of doors, the doorway must be barricaded.
- For every 4 feet of elevation, the ladder base must be moved out 1 foot from the wall.
- Step ladders must not be used as a straight ladder
- The top and, if necessary, the bottom of an extension or straight ladder must be tied off. Until secured, a second person must keep the ladder from slipping.
- When on a straight or extension ladder do not stand higher than the third step from the top or place your weight above the top support.
- While on the ladder, keep your hips inside the side rails; do not lean far to one side; take time to move the ladder.
- A ladder must be extended three feet above the platform or the area to be reached to furnish a handhold.

HAZARDOUS WORK PERMIT SYSTEM

Certain activities require a Hazardous Work permit to be issued before work begins. Activities covered by the permit system are:

- Confined Space Entry
- Welding/Hot Work
- Hazardous Work

Each permit will cover the specific activity, location, time frame and safety requirements to be followed. It is the responsibility of each contractor to inform its employees of all permit requirements.

Confined Space Entry

Refer to Steelcase Confined Space Program for details. The following points will be observed:

- All confined spaces must be properly ventilated prior to entry
- Any special tools, equipment or procedures should be reviewed with affected personnel prior to entry.
- All power/material sources will be deactivated by locking out or blanking/tagging of lines.
- Atmospheric sampling must be conducted prior to and during entry by personnel.
- An employee stationed outside the confinement shall be designated as a safety watch, trained and equipped with the necessary rescue equipment
- All participants shall be trained in the hazards of confined space entry and procedures to follow.
- Contractors are responsible for providing any and all special equipment needed for confined space entry.

Hot Work

Any work that may generate a source of ignition such as welding, burning, or spark producing tools, requires a hot work permit before work may start. A fire watch must be posted during and for 30 minutes following any hot work. Hot work permits are cancelled immediately when an alert or evacuation signal is sounded and must be reissued before work resumes (910-212.51/ER) must be completed.

TOOLS

The use of Steelcase heavy equipment, tools, ladders or other similar equipment by contractor personnel is prohibited. Exceptions to this rule need to be arranged by the Project Manager. Certificate of understanding must be completed for all equipment use exceptions by Steelcase Project Manager and Contractor.

CHAINS

Each contractor is responsible for the condition of all chains used to move equipment or material. Before a chain is put into

service, the contractor will conduct an inspection to confirm adequate load capacity, and detect bent links, excessive wear, cracks, transverse nicks, corrosion pits and elongation.

EXCAVATION

When excavations and penetrations of the earth are to be performed, approval must be obtained from the Steelcase project engineer via use of current underground reference drawings. The Steelcase Project Manager shall check mark each detail of the drawing before starting work. Also, the contractor shall follow MIOSHA R408.40931 Rule 931- "Locating Utility Lines" by calling a third party contractor to perform these services.

The contractor will:

- Verify the location of underground lines by hand excavation or probing
- Slope or Shore to the proper angle of repose, the sides of all excavations and trenches exceeding four feet, where personnel or facilities are exposed to danger resulting from moving ground.
- Ensure that excavated earth or other loose material is stored more than 2 feet from the excavation
- Inspect all excavation slopes, shoring, and bracing daily and after each rain before entering the excavation
- Provide ladders or an earth ramp in excavations deeper than 4 feet occupied by personnel. Ladders must be located within 25 feet of the immediate work area.
- Erect barrier protection for all excavations. Lighting must be provided for overnight excavations.

GAS LINES

Leakage of nitrogen and carbon dioxide into a confined space can cause asphyxiation. Follow the Confined Space Entry Procedure.

Hazardous gases are supplied through the pipelines to certain areas in some of our plants. Only authorized personnel may work on the lines.

WELDING AND CUTTING

The following rules apply to welding and cutting:

1. A Hazardous Work Permit is required for **all** welding and cutting.

2. Protective clothing should minimally include fire-resistant gloves, leather boots, and outer barrier of 12 oz., 100% cotton duck clothing, leather or other flame resistant material.
3. Combustible and flammable materials located within 35 feet (all directions) of welding or cutting shall either be removed or covered with fire resistant material. If covered, a fire watch shall be used.
4. Contractor personnel on fire watch must have no other assignment. They must watch for sparks and flames and be able to take the proper corrective action immediately. Individuals who are on fire watch shall remain in the area 30 minutes after the welding and burning is completed.
5. The area below shall be barricaded and protected from sparks or slag when welding or cutting above open floors, other personnel, cable trays and equipment.
6. The grounding of work through common building steel shall not be allowed. All power sources with grounds to the same work shall be the same polarity.
7. When welding on equipment, Contractor shall take special care so that no damage will occur to the tank lining, bearings, seals, etc. due to arcing.
8. Hoses must be bled down at the end of the workday.
9. Do not weld over manhole covers or sewers unless they are properly covered to prevent slag or sparks from entering.
10. Gauges must be removed from all gas cylinders and safety caps installed when being transported via motorized vehicles.

WORK PLATFORMS

Regulations pertaining to ALL erected work platforms:

- Structures must be inspected each day by the user. Defects must be corrected before using. Each part of the platform must be capable of supporting at least four times its intended load. All planking must be Scaffold Grade.
- Footing must be sound and rigid. Concrete blocks, bricks, barrels, or similar items must not be used for supports
- Guardrails, midrails and toeboards must be installed on all open sides of elevated platforms over 6 feet high (also, under 6 feet when unsafe conditions exist beneath or near the platform.) Where the use of toeboards is not practical, the area beneath

and surrounding the platform shall be barricaded. Contractor shall insure a competent person trains and oversees users and assemblers of scaffolds and provides appropriate fall protection and in accordance to MIOSHA and other governmental regulations as applicable. Falls are one of the leading causes of fatalities in the construction industry.

- An access ladder or equivalent safe access must be provided.

All scaffolds must conform to applicable MIOSHA regulations and comply with the following:

- When scaffold is three sections high or higher, it must be tied off to a solid support. When solid support is not available, scaffold three to four sections high must be supported by outriggers, more than four high must be guyed with wire or rope in four directions.
- All manufacturers bracing, coupling or stacking pins and vertical locking pins must be installed.
- Rolling scaffolds must have their wheels locked or chocked. No scaffolds may be moved while occupied, or until all tools and equipment have been removed.

Vehicle-Mounted or Supported Work Platforms

Types of powered vehicle-mounted aerial lift units used to elevate personnel:

- Bucket Trucks
- Aerial Ladders- except fire fighting equipment
- Powered Work Platforms (Scissors Lifts)
- Vertical Towers
- Forklift Platforms
- Crane Suspended Platforms

1. Do not operate Scissors Lifts on any dock ramps unless you have first verified with the Steelcase Project Manager or Safety Department that the slope of the ramp is acceptable for Scissors Lift operation.
2. A safety harness that has a lanyard which is compliance with MIOSHA Construction Standard 45, shall be provided for by the employee and used by any occupant of an aerial work platform that is telescopic, rotates, or extends beyond the base dimensions, as described in 408.43202 section A and C.

3. Hilo forks or supported pallets shall not be used to elevate personnel.

PRESSURE VESSELS/BOILERS

- Safety valves or other limiting devices must be kept in good condition and should NEVER be altered or blanked off during operation.
- The access cover must be tight before applying pressure to the vessels. ALL BOLTS MUST BE USED.
- Any pressure gauge not functioning properly must be reported to the Steelcase Project Manager
- Before an access cover is opened, the vent pipe must be left open and all pressure released. Pressure should NEVER be relieved through the access cover. A sticking access cover must NEVER be opened by applying gas pressure on the vessel.

PIPES

Before breaking a pipeline:

1. Wear appropriate face and eye protection.
2. Make sure the line is empty and NOT under pressure. Purge the line if necessary.
3. Double-check the line if there is a doubt about it being empty (leakage of nitrogen, carbon dioxide, or natural gas into a confined space can cause asphyxiation).

Flanged pipes must be broken on the side OPPOSITE the worker. Only AUTHORIZED personnel are permitted to repair gas pipelines. Blanking/ blocking should be used as safeguards where appropriate.

Do not use an open flame of any kind to unblock lines inside or within 20 feet of a building except under the direct supervision of the Steelcase Project Manager.

ENVIRONMENTAL:

Scope: This policy applies to manufacturing plants within Steelcase North America that have implemented or are in the process of implementing an Environmental Management System (EMS). The scope only applies to manufacturing processes and associated activities in the production of office furnishings that are under the direct control or influence of the plant. In addition the scope only pertains to legal and other requirements applicable to the environmental aspects resulting from these processes.

Policy: Steelcase’s commitment to protect the environment is one of our core business values. Steelcase is committed to maintaining a high standard of environmental responsibility in the processes we use to manufacture office furnishings. This commitment is achieved through integration of our EMS into the way we do business. Our EMS ensures that we continuously improve the impact our manufacturing processes have on the environment through the following activities:

- Consideration of this Environmental Policy when setting objectives and targets to continuously improve the EMS as part of the annual business planning process
- Monitoring and review of performance to environmental objectives
- Maintaining awareness of and compliance with applicable environmental legislation, regulatory requirements, and other environmental requirements we subscribe to
- Communication of this Environmental Policy and requirements of the EMS that pertain to the work of each employee or contractor
- Provide training to ensure that we are meeting the requirements of the EMS
- Ensuring this Environmental Policy is available to the public upon request

It is the responsibility of the individual plant’s management team to ensure that the EMS is effectively implemented. It is the responsibility of each employee and contractor to perform their work according to its requirements. Best Management Practices related to environmental impacts are available upon request through your Project Leader, Plant Environmental Management Representative or Plant Health & Safety representative. For additional information please contact Global Environmental Performance at 247.3041.

ACKNOWLEDGEMENT RECEIPT OF ENVIRONMENTAL HEALTH AND SAFETY HANDBOOK BY CONTRACTOR

Company Name (Printed)

Name and Signature of Contractor Supervision/Leader:

Date: _____

Project Manager; _____

Please retain this acknowledgement page as part of your contractor file. This documentation must be maintained as part of our compliance process.