

Steelcase Sustainable Procurement Guideline

Published December 2025



Table of Contents

Executive Foreword	2
Introduction	3
1. Supplier Carbon Management and Engagement	4
2. Chemicals & Materials Stewardship and Sustainable Product Design	5
2a. Our Chemicals & Material Health and Transparency Expectations	5
2b. Sustainable Wood Policy	6
2c. Sustainable Product Design Principles	7
3. Human Rights and Responsible Supply Chain Governance	8
3a. Supply Chain Due Diligence	8
3b. Forced Labor & Child Labor Risk Mitigation	8
3c. Conflict Minerals Compliance	9
4. Sustainability-Driven Supplier Engagement Process	10
5. Additional Sustainability Areas Aligned with Steelcase’s Public Commitments	11
Conclusion	12
Appendix	13

Executive Foreword

At Steelcase, we believe that the future of our business is inseparable from the future of our planet. The way we source materials, engage suppliers, and steward natural resources directly shapes our ability to create lasting value for our customers, our communities, and future generations.

Our Sustainable Procurement Guideline seeks to align our supply chain with our values and our long-term sustainability commitments, including our net-zero ambitions. The guideline provides an overview of how we work with our suppliers to champion sustainable actions, protect natural ecosystems, and promote human rights. It highlights Steelcase and our suppliers' shared accountability, underscoring that sustainability is a collective responsibility across our entire value chain.

Our suppliers are essential partners in this journey. Their innovation, integrity, and dedication help us ensure that the products we deliver meet the highest standards of safety, quality and sustainability. Together, we can build supply chains that are resilient, future-focused, and aligned with the expectations of our stakeholders.

As we look ahead, our commitment remains unwavering. At Steelcase, our values guide every decision we make, and this guideline reflects our determination to turn those values into meaningful action, now and for generations to come.

Derek Ludwig

Vice President, Chief Procurement Officer

Introduction

At Steelcase, sustainable procurement is a cornerstone of our commitment to sustainability, ethical business practices, and long-term value creation. The Steelcase Sustainable Procurement Guideline (“the Guideline”) outlines our expectations for suppliers and partners, ensuring that our supply chain reflects the values we uphold as a company. References in this Guideline to “our” are references to Steelcase and its suppliers, unless stated separately.

The purpose of this Guideline is to establish clear standards that guide our procurement decisions and supplier relationships. We believe that businesses are most successful when there exists a healthy balance of focus and concern for people, planet and culture. This belief is what inspired the Guideline.

Key focus areas of the Guideline include:

- Supplier carbon management and engagement
- Chemicals & materials stewardship and sustainable product design
- Supplier engagement for materials integrity & chemical governance
- Human rights and responsible supply chain governance
- Sustainability supplier performance measures

1. Supplier Carbon Management and Engagement

Steelcase is the first company in our industry to publish a comprehensive Net-Zero Transition Plan with targets validated by the Science Based Targets initiative (SBTi). We are committed to eliminating over 90% of our carbon emissions, including supply chain emissions, by 2050.

Our strategic goals include:

- Achieving science-based reductions across materials, manufacturing, logistics and product design.
- Ensuring that our suppliers measure, manage and reduce greenhouse gas emissions.
- Increasing the use of materials with lower carbon intensity, scaling renewable energy and embedding circular design principles in our product design process.
- Counterbalancing residual emissions at the end of the target period through permanent carbon removal solutions.

Materials make up most of our scope 3 footprint, and thus, suppliers are essential in helping us decarbonize and ultimately achieve net zero.

Steelcase supports suppliers in:

- Carbon literacy training and technical webinars
- Scope 1, 2, and 3 data reporting
- Target-setting guidance and training
- Sharing best practices through our Supplier Forum and through global reporting

To best enable the measurement and management of emissions towards our carbon goals, suppliers are expected to deliver accurate and timely annual emissions reporting through a Steelcase recommended platform.

For more information about Steelcase's Net-Zero Transition Plan, please visit <https://www.steelcase.com/resources/documents/steelcase-net-zero-transition-plan/>.

2. Chemicals & Materials Stewardship and Sustainable Product Design

Steelcase is a global leader in chemicals & materials stewardship. We provide transparency regarding our sustainable product performance, including third-party verification from product sustainability certifications and eco-labels. We prioritize materials that are safe, avoid chemicals of concern, and responsibly source. We also enable low-carbon and circular design of our products. Finally, we provide public disclosure of the chemical and material ingredients of our products.

2a. Our Chemicals & Material Health and Transparency Expectations

Suppliers support Steelcase's commitments by providing requested documentation and data regarding the sustainability and material/chemical content of items supplied to Steelcase. This information is necessary to validate compliance and conformance to:

- Local, regional, national, and international laws, regulations, standards, and norms pertaining to chemical, environmental, and end-of-life requirements
- Steelcase corporate and customer expectations
- Third-party sustainable product certifications and eco-labels
- Life Cycle Assessments (LCA) and embodied carbon calculations
- Product Ingredient Disclosures

2b. Sustainable Wood Policy

Steelcase is committed to ensuring all wood and wood-fiber materials used in our products are legally, responsibly, and sustainably sourced. The Steelcase Sustainable Wood Policy preferences regional and facility-level requirements for wood from third-party certified supply chains that verify sustainable forestry practices and full chain-of-custody documentation. The Sustainable Wood Policy works to prohibit wood sourced from illegal logging, high-conservation-value forests and sources linked to social or environmental harm.

Due to elevated regulatory and geopolitical risks, sourcing any wood or wood-fiber materials that are classified as United Nation (UN) “Conflict Timber” is prohibited unless the supplier can provide complete and verified chain-of-custody documentation, including independent origin verification and detailed records of all intermediate countries, handlers and transport routes. Failure to provide this evidence is treated as a critical compliance risk and may result in supplier removal from the approved network or contract termination.

For more information on Steelcase’s Sustainable Wood Policy, please visit: <https://www.steelcase.com/content/uploads/2020/09/Steelcase-Sustainable-Wood-Policy-June-2020.pdf>.

2c. Sustainable Product Design Principles

Steelcase applies a sustainable design process that emphasizes how we:

- Choose and use materials responsibly
- Reduce embodied carbon
- Design for circularity

We encourage our suppliers to actively contribute to these goals by recommending materials that:

- are compliant, responsibly sourced and avoid chemicals of concern;
- reduce embodied carbon by using recycled content, renewable content, and lower carbon intensity materials, reducing weight, improving material efficiency, manufacturing with lower-carbon processes, or leveraging shorter or more efficient transport routes and modes;
- are recyclable through active and widespread recycling infrastructure; can be managed through closed-loop, circular systems;
- promote ease of material recovery through disassembly for repair, refurbishing or remanufacturing.

3. Human Rights and Responsible Supply Chain Governance

Steelcase is committed to protecting human rights across our supply chain. Our approach aligns with global standards including UN Guiding Principles on Business and Human Rights, Organisation for Economic Co-operation and Development (OECD) Due Diligence Guidance, United States (U.S.), European Union and other global forced-labor regulations.

3a. Supply Chain Due Diligence

We conduct internal, risk-based assessments of suppliers covering:

- Forced labor and child labor risks
- Environmental, social, and governance risks
- Sanctions and export-control risks such as political and operational exposure

Suppliers also participate in due diligence activities, adhering to the laws of the country and supporting audits as necessary.

3b. Forced Labor & Child Labor Risk Mitigation

Steelcase maintains **zero tolerance** for forced labor, child labor, or human trafficking.

Our approach to mitigating this risk includes:

- Use of vetting software to identify and monitor risks,
- A confidential reporting system through the Steelcase Integrity Helpline
- Corrective action plans, or supplier disengagement when needed

Suppliers are expected to cooperate fully with investigations, maintain transparent labor practices and demonstrate compliance with global labor laws and Steelcase's Core Values.

Steelcase Core Values: <https://www.steelcase.com/resources/documents/supplier-code-conduct/>

To access Steelcase's Integrity Helpline, please visit <http://integrity.steelcase.com/>.

Steelcase also has a report on forced labor risks in our supply chain. The report covers the following topics:

- Involuntary labor
- Underage labor
- Occupational safety procedures and systems
- Health and safety communication
- Employee training

For more information about Steelcase's Report on Forced Labor Risk in Our Supply Chain, please visit: <https://www.steelcase.com/resources/documents/steelcase-report-on-forced-labor-risks-in-our-supply-chain/>.

3c. Conflict Minerals Compliance

Steelcase complies with the U.S. Securities and Exchange Commissions' SEC 3TG requirements and OECD Due Diligence Guidance.

For this, suppliers must:

- Complete annual Conflict Minerals Reporting Templates (CMRT)
- Disclose smelters and refiners used in their supply chain
- Avoid sourcing from conflict-affected or high-risk areas
- Maintain their own responsible-mineral sourcing processes

For more information on Steelcase's Conflict Minerals Policy, please visit <https://www.steelcase.com/resources/documents/conflict-minerals-policy/>.

4. Sustainability-Driven Supplier Engagement Process

Steelcase relies on the ongoing support of its supply chain to provide accurate, current and comprehensive information related to carbon management, product environmental compliance, supply chain due diligence and broader sustainability initiatives. Much of the required information originates with Steelcase's tier 1 suppliers and their upstream supply chains. Accordingly, tier 1 suppliers are expected to provide the necessary data or facilitate its collection from their own supply chain partners.

The requested information may cover multiple levels, including materials, processes, supply chains, facilities and operations. Steelcase will routinely request sustainability-related documents and data to support initiatives such as Life Cycle Assessments, carbon tracking and compliance reporting. Suppliers are expected to provide current documentation to validate environmental compliance and sustainability requirements and to promptly notify Steelcase of any updates, changes or new regulatory or sustainability requirements that may impact their operations.

Steelcase also encourages suppliers to propose new materials, processes or concepts that could enhance product sustainability and market differentiation.

To streamline the data collection process, Steelcase will provide suppliers with a checklist of required documents and data, along with standardized declarations and templates, which suppliers are requested to complete based on their scope and relevance.

5. Additional Sustainability Areas Aligned with Steelcase's Public Commitments

Suppliers can find comprehensive guidance on additional environmental and social considerations in the Steelcase Supplier Code of Conduct.

For more information on the Steelcase Supplier Code of Conduct, please visit <https://www.steelcase.com/content/uploads/2025/11/Steelcase-Supplier-Code-of-Conduct.pdf>.

Conclusion

This Sustainable Procurement Guideline represents Steelcase's commitment to building a supply chain that is ethical, transparent, resilient and aligned with our people-and planet-focused goals. By working together with our suppliers, we can scale positive impact, reduce risk and accelerate the transition to a more sustainable future.

Appendix

- [Steelcase Net Zero Transition Plan](#)
- [Steelcase Sustainable Wood Policy](#)
- [Steelcase Core Values](#)
- [Steelcase Integrity Helpline](#)
- [Steelcase Report on Forced Labor Risk in Our Supply Chain](#)
- [Steelcase Conflict Minerals Policy](#)
- [Steelcase Supplier Code of Conduct](#)

Steelcase®