

Rec 9/15/16

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MTSU Clean Energy Initiative Project Funding Request

There are five (5) sections of the request to complete before submitting. See <http://www.mtsu.edu/~sga/cleanenergy.shtml> for funding guidelines. Save completed form and email to cee@mtsu.edu or mail to MTSU Box 57.

1. General Information	
Name of Person Submitting Request Todd Wyant	
Department/Office Student Athlete Enhancement Center	Phone # (Office) 615.898.5610
MTSU Box # 476	Phone # (Cell)
E-mail todd.wyant@mtsu.edu	Submittal Date 9/14/2016

2. Project Categories (Select One)	
Select the category that best describes the project.	
<input type="checkbox"/> Energy Conservation/Efficiency	<input checked="" type="checkbox"/> Sustainable Design
<input type="checkbox"/> Alternative Fuels	<input type="checkbox"/> Other
<input type="checkbox"/> Renewable Energy	

3. Project Information
<p>a. Please provide a brief descriptive title for the project.</p> <p>b. The project cost estimate is the expected cost of the project to be considered by the committee for approval, which may differ from the total project cost in the case of matching funding opportunities. Any funding request is a 'not-to-exceed' amount. Any proposed expenditure above the requested amount will require a resubmission.</p> <p>c. List the source of project cost estimates.</p> <p>d. Provide a brief explanation in response to question regarding previous funding.</p>
3a. Project Title Student Athlete Enhancement Center study carrel replacement
3b. Project Cost Estimate \$20,000.00
3c. Source of Estimate DeKalb Office (IDS/Steelcase)
3d. If previous funding from this source was awarded, explain how this request differs? n/a

4. Project Description

(Completed in as much detail as possible.)

- a. The scope of the work to be accomplished is a detailed description of project activities.
- b. The benefit statement describes the advantages of the project as relates to the selected project category.
- c. The location of the project includes the name of the building, department, and/or specific location of where the project will be conducted on campus.
- d. List any departments you anticipate to be involved. Were any departments consulted in preparation of this request? Who? A listing may be attached to this form when submitted.
- e. Provide specific information on anticipated student involvement or benefit.
- f. Provide information for anticipated future operating and/or maintenance requirements occurring as a result of the proposed project.
- g. Provide any additional comments or information that may be pertinent to approval of the project funding request.

4a. Scope: Work to be accomplished

This is phase two of a two phase replacement project. The current ~20 year old study carrels will be replaced with new, sustainably designed study carrels. The existing power and data lines will need to be removed from the current run of study carrels. The old carrels will then be disassembled and removed. The new carrels will be installed, and the power and data lines will be re-run to feed the individual study areas.

4b. Scope: Benefit Statement

The Steelcase Kick work stations being used in the project are BIFMA (Business & Institutional Furniture Manufacturers Association) level 1 certified. In the "level" certification process, not only the Product, but the Facility or Facilities that produced it, and the Organization itself are all scored according to sustainability criteria in the four impact areas of Materials, Energy & Atmosphere, Human & Ecosystem Health, and Social Responsibility. In order to be "level" certified, products must meet certain minimum requirements (prerequisites) in each impact area, before going on to earn additional credits necessary to achieve certification at a given performance tier. Products can be awarded a level 1, level 2, or level 3 conformance mark based on the combined score achieved in their sustainability evaluation. These thresholds are analogous to the Silver, Gold, and Platinum rankings within the LEED rating systems, but they provide the flexibility to add new thresholds to the program in the future as the industry evolves to become even more environmentally and socially responsible. The product is examined for its component materials, its longevity, its recyclability, and a myriad of other factors that affect its impact on the natural environment. The operational impacts associated with the facility that makes the product are measured against relevant criteria across the four impact areas. The corporate values and procedures of the organization behind a product are evaluated to determine leadership in sustainable practices.

In addition, the Steelcase Kick work stations are SCS Indoor Advantage Certified. This certification demonstrates that products meet indoor air quality standards pertaining to emissions that may be harmful to human health and the environment.

<p>4. Project Description (continued)</p>
<p>4c. Location of Project (Building, etc.)</p> <p>The Student Athlete Enhancement Center is a department within Student Affairs. The work will take place in the main computer lab of the facility.</p>
<p>4d. Participants and Roles</p> <p>n/a</p>
<p>4e. Student participation and/or student benefit</p> <p>The study carrels in the Student Athlete Enhancement Center are used every day of the week, all day long. In addition to providing an individual work space, the study carrels also provide a platform for departmentally owned computers, which are accessible to students whenever they are in the facility. Students can drop in during the day to work on homework, papers, and projects. At night, students participate in study hall to stay on track academically. The current study carrels are well worn, have served their purpose, and show their age. The new study carrels meet multiple levels of certification to insure a healthy learning environment and show the institution's commitment to sustainable practices when selecting furnishings to support our students' academic success. The new carrels provide more usable work space than the old carrels. The new carrels will benefit students every day of the week and multiple weekends throughout the semester and year as the facility is well-used by students on a daily basis and is regularly viewed by visitors and prospective students during recruiting visits.</p>
<p>4f. Future Operating and/or Maintenance Requirements</p> <p>No future operating and/or maintenance requirements are anticipated.</p>
<p>4g. Additional Comments or Information Pertinent to the Proposed Project</p> <p>The total cost of this project (phase one and two) is around \$45,000.00. Because of the cost, the project was divided in to two phases. The first, more expensive, phase was completed in spring 2016. We are seeking funding to complete the second, less expensive, phase. We understand that the committee may not be able to fund the entire cost of the project, but we would appreciate the committee's consideration of partial, if not full, funding. As budgets become tighter across campus, we are challenged to find funding sources that will support us in our efforts to provide students with the resources they need to be successful academically. Funding from the committee would allow us to proceed with the final phase of the project, and the new study carrels will provide students with countless hours of state-of-the-art, student-centered work space.</p>

5. Project Performance Information

Provide information if applicable.

- a. Provide information on estimated annual energy savings stated in units such as kW, kWh, Btu, gallons, etc.
- b. Provide information on estimated annual energy cost savings in monetary terms.
- c. Provide information on any annual operating or other cost savings in monetary terms. Be specific.
- d. Provide information about any matching or supplementary funding opportunities that are available. Identify all sources and explain.

5a. Estimated Annual Energy Savings (Estimated in kW, kWh, Btu, etc.)

While there may be no direct energy savings with the purchase of furniture, it is important to recognize that the product being specified here meets multiple levels of certification that have improved the environment throughout its design, manufacture, and delivery. The company has invested in Renewable Energy Credits (RECs) equivalent to 100% of their global electricity use; waste has been reduced 46% since 2010; VOCs have been reduced 73% since 2010.

5b. Annual Energy COST Savings (\$)

n/a

5c. Annual Operating or Other Cost Savings. Specify. (\$)

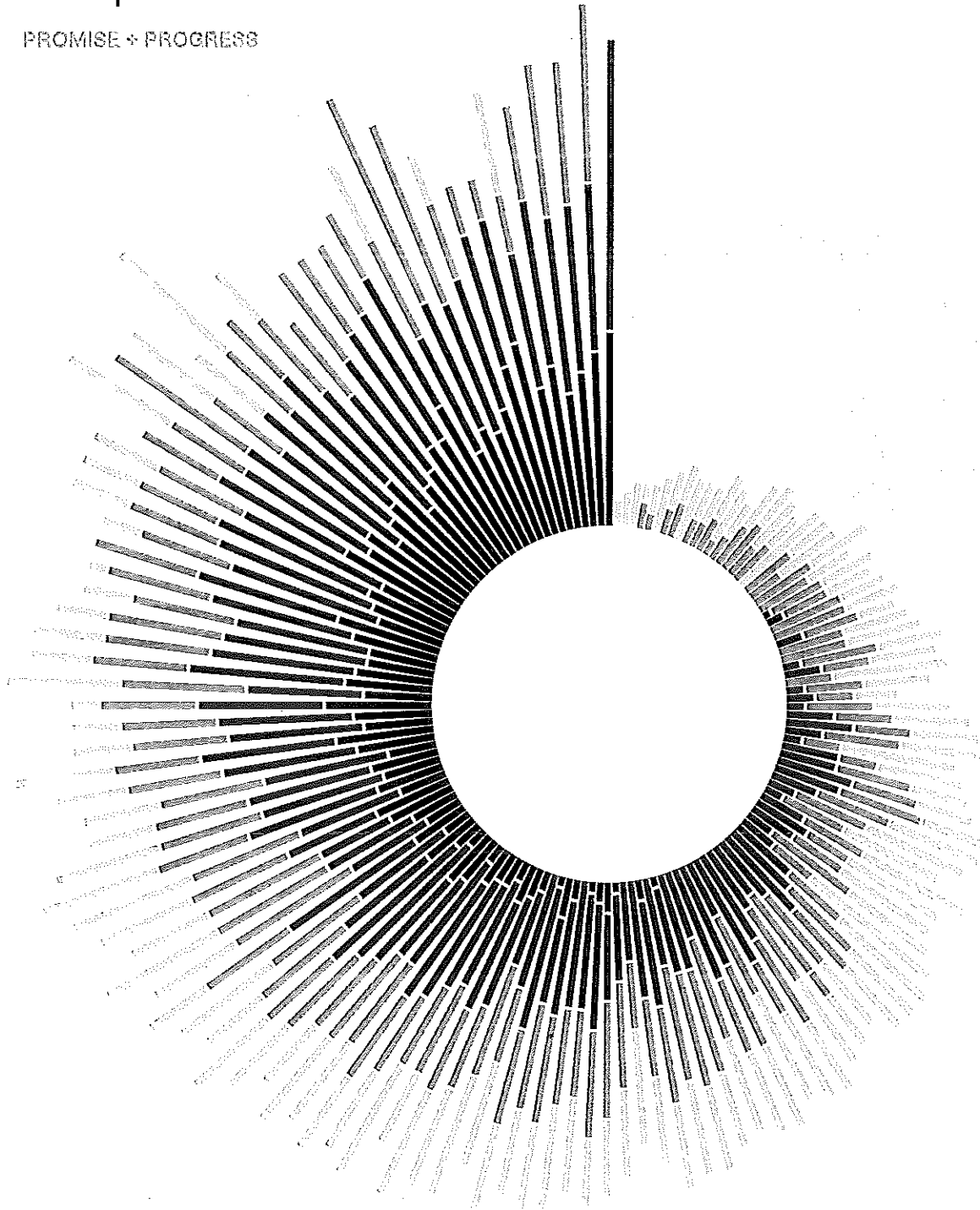
n/a

5d. Matching or Supplementary Funding (Identify and Explain)

n/a

Corporate Sustainability Report 2015

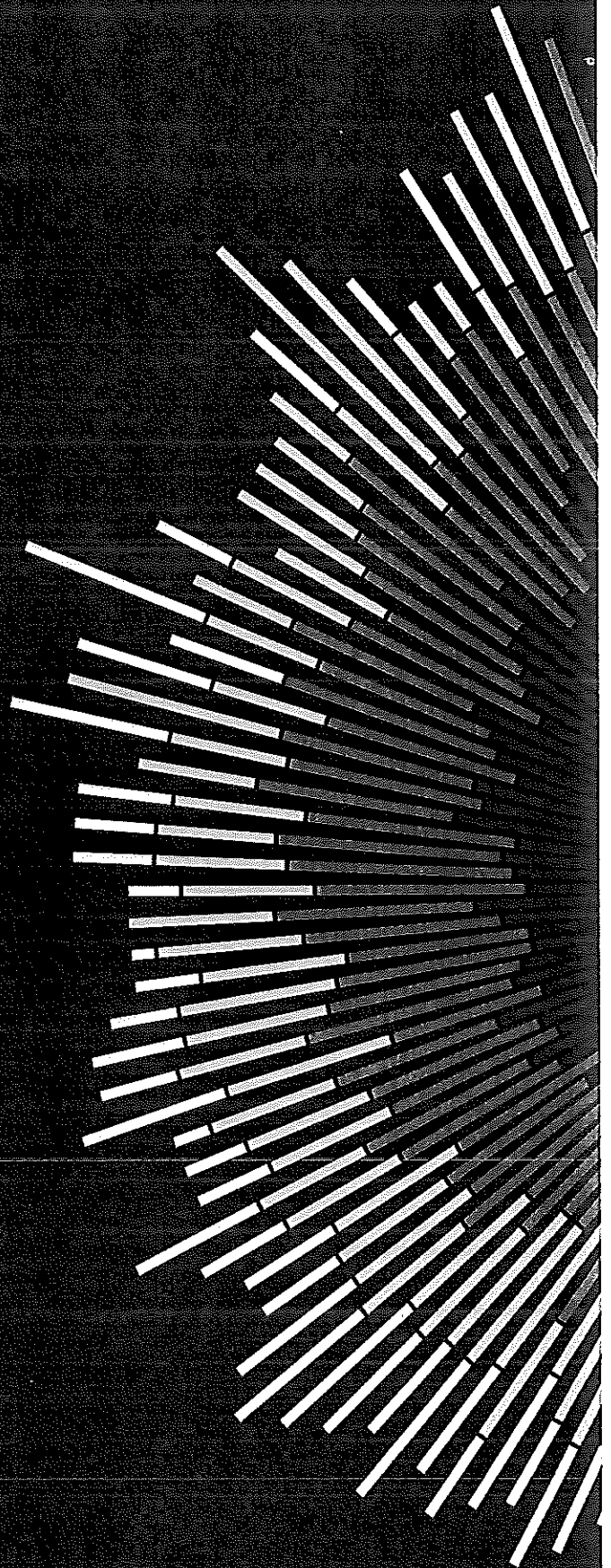
PROMISE + PROGRESS



Steelcase

Our Vision

People are at the heart of everything we do and everything we create. Those same values drive our approach to sustainability. We believe we can deliver meaningful, lasting economic, environmental, and social change through the choices we make and the behaviors and actions that we demonstrate.



Our Sustainability Promise

True progress takes continuous and coordinated efforts to create the economic, environmental and social conditions that allow people and communities to thrive.

We have strong beliefs that guide us, and we're putting our beliefs into action. Those actions drive us toward our dream of a better world. We're not on the path alone. We're in the good company of other global organizations, communities and individuals who share common beliefs and work together to propel each other forward.

OUR FOUNDATIONAL VALUES

This is where our work begins — with what we value. As we work to create meaningful, lasting change, we're putting our values to work. Every day around the globe — from Michigan to Malaysia, Dongguan to Olay, Rosenheim to Pune — our values frame our beliefs and inform our actions:

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

OUR SUSTAINABILITY BELIEFS

We believe that:

- Businesses, communities and people are inextricably linked and more powerful when they act from a core of shared interests.
- We have an opportunity to use our assets and influence to create significant, positive change in the world. By fully leveraging our assets to this end, we will become an ever stronger partner and an increasingly fit company.
- When you tell the truth, you become part of the solution. We work hard to be transparent and authentic with others and, perhaps more importantly, with ourselves.
- Sustainability is a lens for innovation and economic fitness, contributing to the overall financial wellbeing of our company.
- People are at the center of sustainability; we begin and end our product, service and application efforts with a commitment to human-centered design and sustainability.
- There is no greater design challenge than sustainability. It demands systems-level design thinking in all aspects of our business.

ACTING ON SUSTAINABILITY

We're tackling the global challenges of sustainability to achieve our vision of strong economic, social and environmental systems.

- Strengthening sustainable development in our global operations and those of our supplier partners, including a focus on environmental and human health, social responsibility and economic prosperity
- Ensuring that our operations protect the environment and health of our employees, neighbors and customers through actions that conserve resources, reduce waste and promote a closed loop system
- Investing in education and training to increase stakeholder and employee engagement
- Engaging with suppliers, dealers, customers, researchers and environmental agencies to share and distribute best practices and discover new ideas

ENGAGING WITH STAKEHOLDERS

We've set our sights high as we think about what it means to create holistic value as a globally integrated company operating in a globally connected world. We've been on a quest to understand sustainability and what it means to our stakeholders, now and in the future. We have:

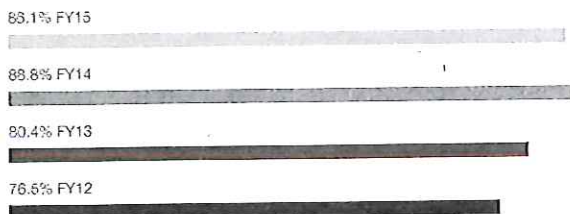
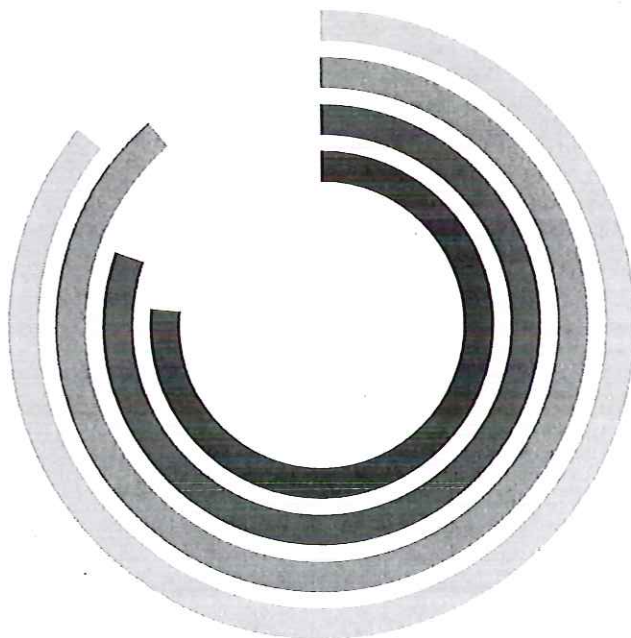
- Embarked on a company-wide corporate, social and environmental responsibility diagnostic
- Surveyed our customers and studied their inquiries to understand their corporate priorities relating to sustainability
- Identified sustainability aspects material to our business to help us advance our social and environmental performance to align with the expectations of our many stakeholders, shareholders and partners.
- Partnered with leading organizations to understand and explore emerging issues such as circular economy and integrated reporting
- Empowered employees through education and partnerships to understand their role in advancing the mission and goals of our company – as well as those of our partners, customers and communities

Targets + Performance

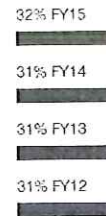
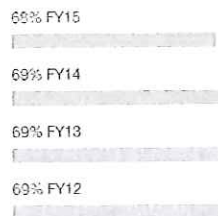
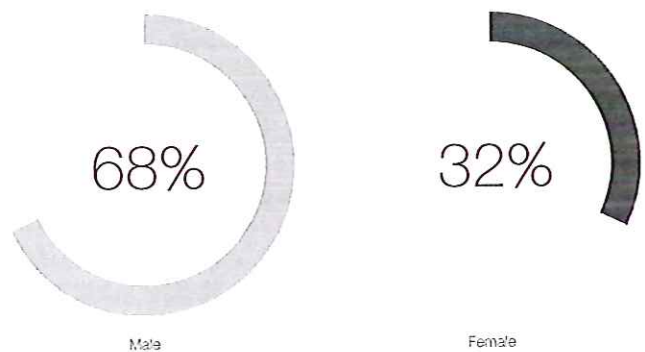
Across our global footprint, we're measuring our progress against our social, environmental and economics goals. We continuously strive to refine our metrics and expand our reporting, improving our focus on sustainability as we move toward global accuracy and amplified performance.

Social

Employee Retention

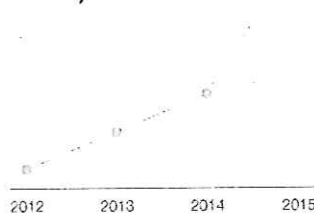


Gender Distribution



Volunteer Hours Reported

12,130



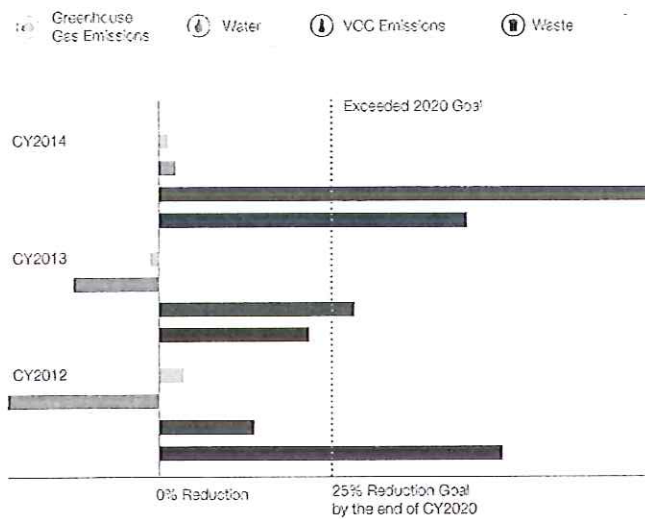
Monetary and In-kind Donations

\$3.2 Million
Steelcase Foundation

\$1.3 Million
Steelcase Inc.

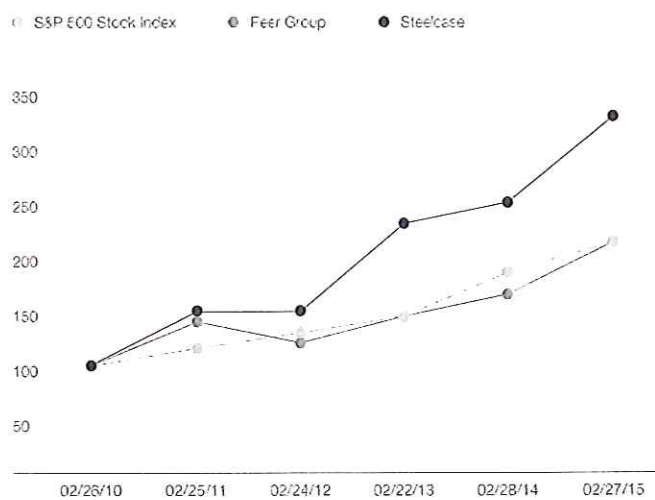
Environment

Progress Towards Goal

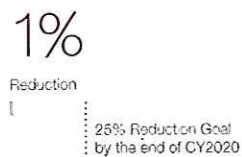


Economic

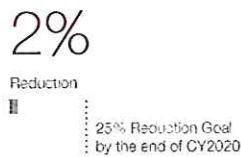
Stock Performance (\$ Dollars)



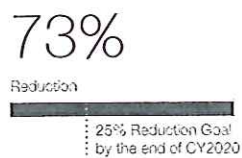
Greenhouse Gas Emissions



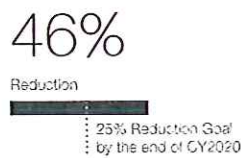
Water Use



VOC Emissions



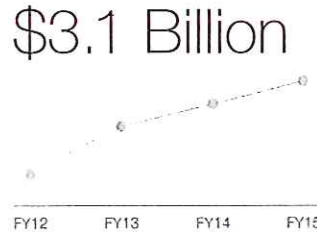
Waste



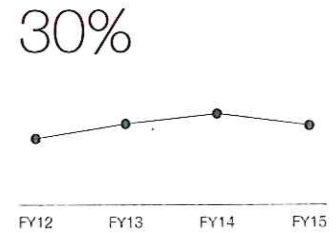
Renewable Energy



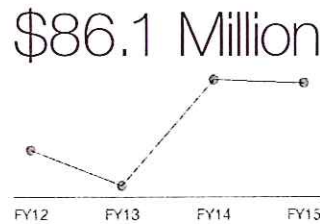
Revenue



Gross Profit



Net Income



End of Use Strategies

In a recent internal study, one third of Steelcase customers requested end of use and asset management services. And that's not surprising; as organizations migrate to new or different work environments, there is a greater need for programs that provide turnkey solutions and ease inherent pain points. Our suite of services helps customers take advantage of environmentally and socially responsible alternatives to landfills, including charitable reuse, resale and recycling.

Today, our programs are available in certain geographies, but we're developing strategies to support our customers' asset deployment needs regardless of their location. Increasingly sophisticated methods of gathering data and metrics amplifies our ability to serve these global customers.

Eco'Services

In France, Belgium, Switzerland and Luxembourg, we offer complete end of use services. Providing process management expertise and an extensive network of providers, Eco'Services helps assess building assets so they can be resold, donated or transported to licensed recycling organizations that manage material recovery.

Performance Management

Our Performance Management team serves large organizations with multiple locations, developing a strategic approach to managing complex facility needs. For more than 20 years, Performance Management has applied this same method to help clients with decommissioning solutions for reuse, recycling and broker options

Phase 2

Our North American program helps customers assess furniture inventory and create decommissioning plans that include options for resale, charitable reuse, or recycling, depending on age and condition of the assets – all with a "zero landfill" goal.

ReMarket™

ReMarket gives customers who lease furniture the option of returning the items at the end of the lease. These assets are then offered to our North American dealer network for resale. It allows select customers to get high-quality furniture at budget-friendly prices and is one more way we help keep furniture out of landfills.

THOUSANDS TRADE UP TO GESTURE®

Last year, we launched the Gesture® Trade Up program, giving customers the opportunity to turn in older chairs for our innovative new seating solution, Gesture. The concept was simple: Steelcase removed the used assets, refurbished or recycled them and issued a credit to the former owners to purchase their new chair. Thousands of chairs were recycled or refurbished with new, sustainably designed parts.

ECO'SERVICES DELIVERS RESULTS

Eco'Services completed one of the largest projects in its history during 2014; a 35-floor, 2500 workstation project for a major governmental building in Paris. The three-month project was successful in sending over 618,000 cubic feet of furniture – enough to fill more than seven Olympic-size swimming pools – to certified recyclers.

6,800+

workstations managed by Eco'Services in 2014

70%

of all furniture handled by Eco'Services in 2014 was sent to certified recyclers. The remainder was charitably donated or resold.

Sustainable Procurement Strategies

We understand that when customers purchase our solutions, they're expecting our help in meeting their economic, social and environmental sustainability goals.

That's why we create strong partnerships with our customers to better understand their objectives, and with our suppliers to deliver materials that support human and environmental health. Insight and innovation springs from those relationships, creating healthier work environments and delivering results that customers expect.

Design for the Environment

Our design approach begins with closed-loop thinking. We strive to measure the impacts of our options at every step along the path – from design, manufacture, delivery, use and reuse, recycling and end of use. Whether we're dissecting the chemical profiles of materials and components we use or offering turnkey solutions for furnishings that are no longer needed, we're making careful choices that amplify performance and extend the lifespan of our products.

LEED® Contributions

We continue to help customers leverage our products in the LEED certification of their buildings. Steelcase products can contribute through:

- Materials and resources
- Ergonomics
- Social equity in the supply chain

- Innovation in design
- Low-emitting materials

Specific product environmental profile information can be found on our website in the Resource Center, or by request.

Environmental Metrics Reports

By providing customized metric reports for customers, we deliver the information they need to assess their past furniture choices and make informed decisions about future purchases. We collect, measure and share environmental impacts, as well as provide detailed reporting on sustainability certifications, recycled content, material makeup and product weight.

Third-Party Certified Products

While we're proud to have earned the endorsement of the world's leading product certifications, that's not our primary intent. We aim to set high-level performance criteria to deliver the highest value and performance through sustainable design. To meet these high standards, we partner with respected third-party certifiers who help us give our customers assurance on issues such as indoor air quality, materials chemistry, closed-loop textiles, and sustainably harvested wood.

225+

Product Environmental Profiles available

250+

Customized Environmental Metrics Reports provided

Innovative Products + Solutions

Three pillars – materials chemistry, life cycle assessment and end of use design strategies – guide our efforts to innovate, improve, and deliver on our product promises.



These three pillars help us avoid and eliminate materials of concern, without compromising performance, and contribute to international research efforts aimed at helping other product designers and providers perform better. Most importantly, they help deliver greater benefit to our customers through human centered and environmentally fit products and services.

Materials Chemistry

As new programs emerge, and as existing certifications elevate material-related expectations, we remain committed to push today's boundaries through leading by example. We're

challenging and collaborating with material developers to increase literacy and inspire materials innovation – all while assessing our current materials, processes and products to identify new opportunities for improvement.

We're advocating for better chemical standards through public policy and partnering with academic institutions and innovative companies to find answers to today's challenges. We're pushing for solutions at scale and translating advances in the lab into practical applications, because we know green chemistry will play a vital role in building a sustainable future.

Innovative Products + Solutions (cont.)

Life Cycle Assessments

For years, we've performed life cycle assessments (LCAs) to measure and analyze the environmental footprint of our products. As an early adopter, using internationally recognized methodology, our LCA practice helps us identify potential opportunities for improvement and aids us in understanding how to best apply, expand, and integrate better practices and decision-making.

In addition to performing LCAs on products, our dedicated internal teams have been conducting life cycle research in areas like post-industrial and post-consumer recycled materials. Their research has resulted in many useful insights – things like better leveraging post-industrial recycled content, such as foam in the B-Free™ Cube and nylon in the Gesture® chair and the new Think® chair.

Our ongoing research collaborations with industry and academia are helping advance data sets and practices that

will benefit manufacturers and consumers well beyond our industry. By sharing our findings and continuing to learn through local and regional conferences we also learn as we support the expansion and growth of the LCA practice throughout other global industries.

End of Use and Recycling

Thanks to our approach to products, we can offer customers ever more material selections, ever higher recycling performance and increasingly better end of life options. We make products built to last, and sometimes, they even outlast our customers' needs. Though we design our products to be adaptable, they will eventually reach a time when they are no longer optimal. That's when we can help customers make responsible choices. See our End of Use Strategies section of this report for more information on how we're working with our customers to help manage their furniture inventory and keep products out of landfills by selling, refurbishing, donating, or recycling their excess assets.

STEELCASE WINS GC3 CHAMPIONS AWARD

Steelcase was honored with the Green Chemistry & Commerce Council (GC3) Champions Award, a distinction is given to individuals and organizations for outstanding leadership, support and promotion of green chemistry. The award was given to recognize Steelcase's leadership in advancing safer chemistry and a healthier planet.

THINK RETHOUGHT

The newly redesigned Think stands as an example of what can be achieved with a life cycle approach and a mind for continuous improvement. The newly incorporated recycled content significantly reduces carbon emissions. In the U.S. alone, the emission reduction is equal to 2.5 million miles driven, or 100 trips around the world, per year.

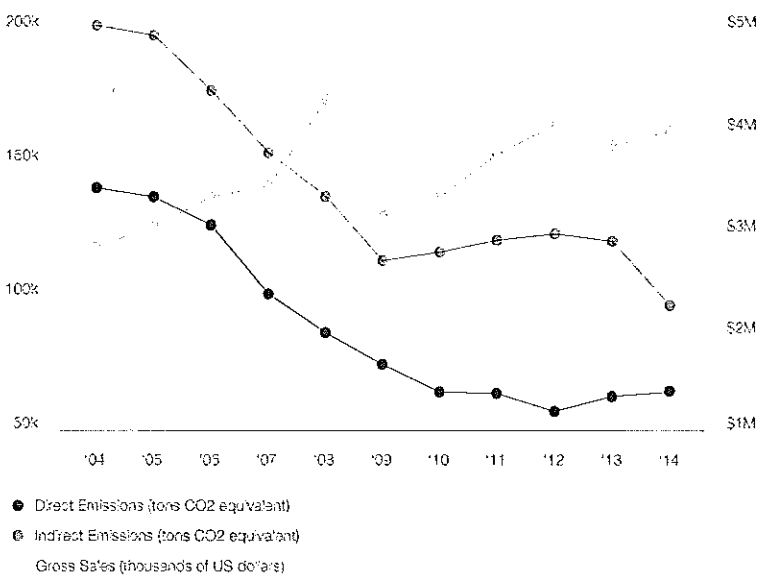
Energy Use + Efficiency

As we've worked to increase our investments in renewable energy resources, we're still taking a hard look at the energy we're using to power our operations and their associated greenhouse gas emissions. Today, we're celebrating modest decreases in our global energy use and global greenhouse gas emissions. As a global company with high production levels and energy needs, we know that each percentage point reduced adds up across our global operations – and brings us closer to our goal of 25% reduction by 2020.

A significant step toward meeting this goal includes utilizing the most current resources and standards for measuring and monitoring our global energy and emissions figures. We're adopting the new World Resources Institute guidance for greenhouse gas reporting, and have begun expanding our data gathering to include some of our indirect impacts. We're expanding the scope of our metrics so we can more accurately track our usage and develop comprehensive strategies to pursue further reductions.

One of the strategies we're pursuing to hit our energy goals is installing new remote meters in our North American plants. Using money received from our corporate recycling efforts to purchase this

Steelcase Greenhouse Gas Emissions 2004-2014



advanced equipment, we're now able to monitor our electrical usage every fifteen minutes instead of waiting 30 days for the utility bill. And while monthly statements typically only show total building usage, these meters allow us to track individual areas, processes or machines, giving us a more accurate picture of energy usage than ever. This new ability means we can now detect hot spots and respond to issues with immediate corrective actions, including preventive maintenance.

Using the data, we're able to figure out better ways to measure, understand, share, and report the details of our energy usage and impact, better equip and empower our employees to work together in reducing usage and hitting goals, and better develop targeted reduction goals and solutions. As we learn best practices and optimize this new data, we will explore additional investments and strategies to install remote meters in additional locations.

Renewable Energy

When it comes to our renewable energy commitment, we've made great progress in a few short years. What started as local investments is now a global, cohesive clean energy portfolio composed of wind and hydroelectric power Renewable Energy Credits (RECs).

Last year, we took an important step by purchasing RECs equivalent to 100 percent of our global electricity consumption. And that was big news. While we're pleased with our progress, we know there's always more work to be done. That's why we enhanced our renewable energy strategy to include an increased focus on localized purchasing.

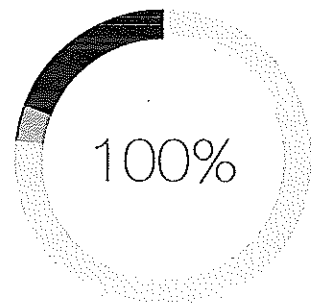
As a major manufacturer, we acknowledge our energy footprint and are committed to recognizing it by investing in renewables, locally, nationally and globally. That's why, whenever possible, we're purchasing renewable energy credits produced in the regions where we operate. As more countries make investments into renewable energy technologies, we're looking forward to the day when every country we operate in has a thriving renewable energy infrastructure.

And while we're focusing on investing in and expanding our renewable energy portfolio, we remain committed to reducing the energy we use. For more information on our efforts in energy optimization, see the Energy Use and Efficiency section in this report.

STEELCASE RECEIVES EPA GREEN POWER AWARD

For the second time, Steelcase won the Green Power Leadership Award from the EPA Green Power Partnership. A founding member of the Green Power Partnership in 2001, and a previous winner in 2009, Steelcase was honored to receive the award, which acknowledges leading actions that organizations take to advance green power development.

2014 Renewable Energy Credits



- Americas (159,940,445 kWh)
- APAC (7,379,313 kWh)
- EMEA (40,007,882 kWh)

Transportation + Packaging

Delivering our products and people safely to their destinations while minimizing our environmental footprint requires continual, intentional effort. With our innovative packaging and shipping practices, as well as efficient operations, we're putting our beliefs into action.

Our packaging team takes a methodical approach to uncovering opportunities for improvement and innovation. It begins with our rigorous testing model for packaging methods featuring four distinct levels, each tougher than the last. From dropping boxes to vibrating tables, crush tests to temperature changes, our engineers ensure our packaging protects customers' products and arrives intact. Thanks to our efforts, more product is arriving safely to customers, creating fewer incidents of damage and wasted materials.

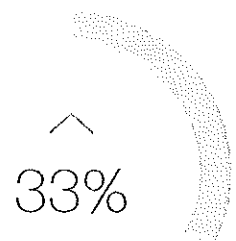
Though we have a number of successful methods to pack and ship products, we're constantly testing in the search for materials with superior performance. Over the last few years, we've moved toward knockdown packaging, lightweight corrugated paper, and

recycled and recyclable materials. We're actively reducing synthetic materials and polyurethane packaging, opting instead for recyclable materials. We're investigating a more flexible stretch film to protect items during shipment. So far results are positive: 30 percent less material used and significantly less machine usage time. And we're installing a machine that custom cuts corrugated material – meaning less waste and potential savings.

When it comes to our vehicle fleet, we're optimizing travel routes to shorten distances and improve fuel use. In Europe, we've added hybrid cars to our fleet, and in North America, our tour buses run on biodiesel. Thanks to these initiatives, we're on the road to meeting our energy efficiency goals. And it's not just our trucks taking fewer trips — it's also our people. Through our high-definition videoconferencing technology and alternative work strategies, we're minimizing employee travel and reducing our environmental footprint. In addition to reducing travel costs and emissions, employees see their families more — an important part of supporting our people.

DELIVERING MORE PRODUCT - AND MORE RESULTS

Thanks to a new method of packaging our media:scape® units in Europe, the Middle East and Africa, we're seeing sizable increases in the amount of product we're able to ship. For overseas shipping containers, we're now able to transport 300% more product than before — meaning a significant reduction in materials, fuel, and greenhouse gas emissions.



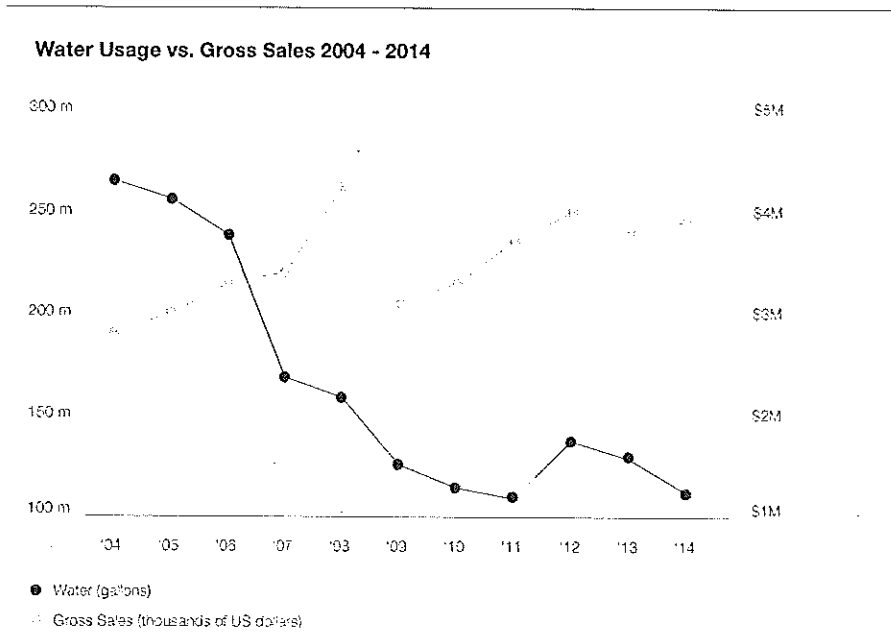
The increase in V.I.A.® units that can be shipped in each truck thanks to some innovations in packaging glass corners

Water Conservation

Compared to many other industries, our operations don't require much water – but that doesn't mean we're less focused when it comes to conserving this vital resource. We're committed to reducing our water footprint 25% by the year 2020.

In the last few years, we experienced higher than normal water use due to increased production levels and new manufacturing facilities coming online around the world. Thanks to some new innovations and a continued focus on our existing water reduction strategies, since 2010 we've reduced our water consumption by 2% across our footprint, moving us closer to our long-term goal.

One of the highlights is a new process in our Stribro, Czech Republic plant. We are introducing an innovative method for applying powder coat paint that has significantly reduced wastewater discharge. The plant is located in a rural area and has a zero process water discharge restriction. We worked to design a method that will reduce the plant's total waste water output from two tanker trucks per day to one cubic meter of waste water per week. Based on the method's success, we're hoping this process can be duplicated in other facilities.



Looking ahead, we're examining how best to optimize and integrate our Environmental Management Systems so individual facilities can more easily see, share and brainstorm successful ideas and solutions. With efforts like this, we're excited about increasing the collective power of our employees and partners around the globe – realizing new possibilities through their knowledge and ingenuity.

18.7 million

gallons of water reduced in 2014

2% reduction

in water use since 2010

Waste Reduction

Over the years, we've successfully diverted thousands of tons of materials from landfills.

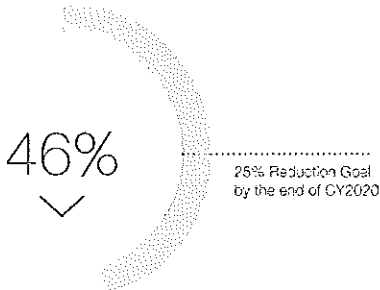
In fact, thanks to our Environmental Management Systems and the dedication of our internal teams, we've reduced our waste by 46% since 2010. This surpasses our current goal of reducing our waste by 25% by the year 2020. While we're celebrating our progress so far, we're still focused on the possibilities ahead.

Optimizing waste can mean reducing the amount of materials needed to build a high-quality product, finding new ways to measure and cut fabric or simply adjusting our production processes so we reduce inventory through make-to-order practices. We're constantly implementing new and improved waste reduction strategies in our facilities to ensure we're taking advantage of every option available, whether it's reusing, recycling, composting or incineration for energy recovery. Additionally, we actively search for solutions when our waste might be another person's asset. For example, if we accumulate excess inventory, we donate materials such as wood tops, drawer pulls, and other components to organizations like Habitat for Humanity so they can be put to good use.

In the last few years, we've widened our lens and turned our attention to improving performance at our distribution centers. This past year, we saw significant progress in implementing more robust recycling strategies and processes in these locations, thanks to the lessons we learned by piloting them in our plants. We're working with distribution center leadership to establish recycling teams and empower employees to make proactive changes in their work areas. We're providing training on quality recycling and composting techniques as well as engaging facilities employees to audit processes.

Building on these successes, we're looking ahead now and asking how we might continue to expand these efforts into other areas of our value chain. Our future goals include working with suppliers to minimize their waste streams, and expanding our composting efforts into more facilities.

Rethinking How The World Moves Forward



Reduction in waste since 2010

17,286

Tons of material recycled globally

149.9

Tons of food waste composted

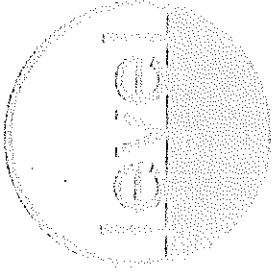
In sustainability circles, there's a conversation gaining momentum about a new business model that minimizes waste, maximizes resource recovery and creates economic growth through innovation. This model – known as the circular economy – trumps the current take, make, and throw away mentality of current business and consumption models through its environmental benefits alone.

But there are also economic benefits to consider: leading think tanks estimate the circular economy could create 100,000 new jobs in the next five years and contribute \$1 trillion to the global economy by 2025.

Recently, Steelcase participated in The Circular Economy 100, an international, multi-industry group including Unilever, Phillips, Cisco and Renault and lead by the Ellen MacArthur Foundation. The goal is to accelerate transitions to these more streamlined business models as we all recognize we're operating in a world of finite resources.

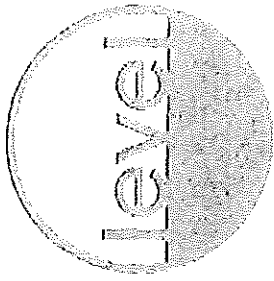
For example, though some businesses are using energy more efficiently, the world as a whole demands more, tapping into our limited supply of fixed resources. With nearly 3 billion people in developing countries expecting to enter the global middle class in the next 15 years, the linear economy model simply won't be able to meet expanding consumer needs.

We know firsthand that innovation is complex and challenging: moving forward means leaving behind time-honored ways of doing things. But there are dramatic opportunities for growth and innovation moving ahead. By abandoning increasingly obsolete economic frameworks, we have the singular chance to realize positive change at a scale and speed rarely experienced before.



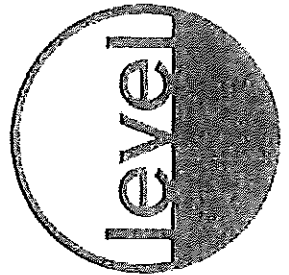
level is the multi-attribute, sustainability standard and third-party certification program for the furniture industry. It has been created to deliver an open and holistic means of evaluating and communicating the environmental and social impacts of furniture products in the built environment. Taking into account a company's social actions, energy usage, material selection, human and ecosystem health, and numerous other impacts, **level** addresses how a product is sustainable from multiple perspectives.

level offers IDCEC and GBCI accredited CEU training modules for members of the A&D community who wish to learn how to specify sustainable products. For information about hosting an authorized level training session at your company, facility, or for your group, visit www.levelcertified.org/training/



Certification & Eligibility

In order to achieve a **level** certification, a manufacturer must contract with an authorized, independent, third-party certification body. That certification body then uses the ANSI/BIFMA e3 Furniture Sustainability Standard to conduct the audit function, measure all required information, verify compliance and certify the specific product with the **level** conformance mark. Manufacturers that evaluate their products against the sustainability standard without the third party auditing process will not be able to use the **level** conformance mark and are not considered "**level certified**". Consult the **level** website (www.levelcertified.org) for a current list of authorized third-party certification bodies.

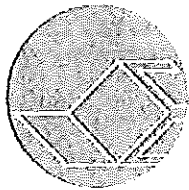


Three Categories and Four Impact Areas

In the **level** certification process, not only the Product, but the Facility or Facilities that produced it, and the Organization itself are all scored according to sustainability criteria in the four impact areas of Materials, Energy & Atmosphere, Human & Ecosystem Health, and Social Responsibility. In order to be **level certified**, products must meet certain minimum requirements (prerequisites) in each impact area, before going on to earn additional credits necessary to achieve certification at a given conformance tier. It requires serious effort by manufacturers to measure their manufacturing process inputs and outputs, incorporate new material formulations, create design protocols, and formalize corporate actions around social responsibility.

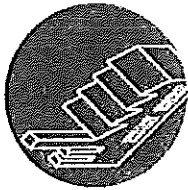
The **level** conformance mark is an easily identifiable but hard-earned symbol of a company's commitment to sustainability.

Three Categories



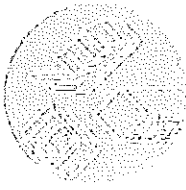
Product

The product is examined for its component materials, its longevity, its recyclability, and a myriad of other factors that affect its impact on the natural environment.



Facility

The operational impacts associated with the facility that makes the product are measured against relevant criteria across the four impact areas.



Organization

The corporate values and procedures of the organization behind a product are evaluated to determine leadership in sustainable practices.

Four Impact Areas



Materials

Section addresses material and natural resource considerations such as the product design process, efficient use of materials; recycled content, rapidly renewable, bio-based and climate neutral materials, water and waste management, packaging, and product life cycle impacts.



Energy & Atmosphere

Section addresses energy and atmospheric considerations such as establishing an energy policy, energy and greenhouse gas audits, reducing energy impacts, renewable energy use and generation, product embodied energy, and greenhouse gas reporting.



Human & Ecosystem Health

Section addresses the human and natural ecosystem health impacts of the chemical constituents used in furniture products, the production processes, and the operations and maintenance of facilities.



Social Responsibility

Section addresses management practices designed to avoid, detect or respond to threats to employee and community health and safety. Credits focus on inclusiveness, good corporate citizenship, community engagement, and instilling these practices into the supply chain.



Materials

- Design for the environment program (prerequisite)
- Recyclable and biodegradable materials
- Efficient use of materials
- Recycled content
- Rapidly renewable materials
- Bio-based renewable materials
- Climate neutral materials
- Solid waste management
- Water management
- Extended product responsibility



Energy & Atmosphere

- Energy policy (prerequisite)
- Building energy inventory
- Improve building energy performance
- High performance green building
- Finished product energy consumption
- Transportation impacts (inbound/outbound)
- Renewable energy use
- Renewable energy generation
- Greenhouse gas inventory
- Greenhouse gas reduction
- Greenhouse gas reporting
- Embodied energy inventory
- Embodied energy reduction



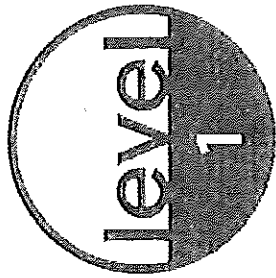
Human & Ecosystem Health

- Regulatory compliance (prerequisite)
- Implement an environmental management system
- Low-emitting product
- Implement a chemical management plan
- Reduce hazardous waste and emissions
- Inventory and eliminate chemicals of concern in the product
- Inventory/reduce/eliminate chemicals of concern in the process
- Inventory chemicals of concern in the maintenance of facilities
- Inventory chemicals of concern in the operations of facilities
- Reduce/eliminate chemicals of concern in the maintenance of facilities
- Reduce/eliminate chemicals of concern in the operations of facilities



Social Responsibility

- Employee health and safety management (prerequisite)
- Labor and human rights (prerequisite)
- Social responsibility policy
- External health and safety management standard
- Inclusiveness programs
- Community outreach
- Social responsibility reporting
- Encourage social responsibility in the supply chain



	organization	facility	product	totals
materials	2	1	-	3/26
energy & atmosphere	1	3	1	10/25
human & ecosystem health	-	4	4	8/29
social responsibility	4	1	-	5/10
totals	7/17	14/38	13/35	34/90

Sustainability Score

level has three conformance thresholds within the standard. Products can be awarded a **level 1**, **level 2**, or **level 3** conformance mark based on the combined score achieved in their sustainability evaluation. These thresholds are analogous to the Silver, Gold, and Platinum rankings within the LEED rating systems, but they provide the flexibility to add new thresholds to the program in the future as the industry evolves to become even more environmentally and socially responsible. Scoring is based on the degree to which the product, the manufacturer, and its producing facilities meet sustainability requirements in the four areas of Materials, Energy & Atmosphere, Human & Ecosystem Health, and Social Responsibility.



INDOOR ADVANTAGE™

Indoor Air Quality Certification

DELIVER ENHANCED INDOOR AIR QUALITY

The SCS Indoor Advantage™ certification program, developed by SCS Global Services (SCS), certifies compliance



with rigorous indoor air quality emission requirements. The program is designed for interior building materials, furnishings and finish systems.

Because most people spend as much as 90% of their time indoors – at home, work or school – indoor air quality is an important issue for architects, designers and purchasers of interior building products and materials. Poor indoor air quality is caused by inadequate ventilation, poor cleaning and/or excessive emissions of volatile organic compounds (VOCs) from surfaces and finishes. And it has been well documented that exposure to poor indoor air can contribute to health problems including headaches, asthma, dizziness and prolonged chemical sensitivities.

SCS offers two tiers of certification: Indoor Advantage for office furniture and Indoor Advantage Gold for paints and coatings, adhesives and sealants, insulation, wall coverings, furnishings and other interior products. Hard surface flooring and flooring adhesives can also be certified by SCS under the Resilient Floor Covering Institute's FloorScore™ program.

BENEFIT FROM INDOOR ADVANTAGE™ CERTIFICATION

- Differentiate your products with SCS independent third-party certification
- Qualify for LEED credits
- Proceed down a path of continuous improvement in environmental sustainability
- Identify product performance characteristics to help drive supply chain innovation
- Link your environmental strategies to brand loyalty and bottom-line cost savings
- Sell your products to schools and health care facilities by conforming with California 01350 (applies to Indoor Advantage Gold and FloorScore)
- Provide safer, healthier work environments for workers and product users

for information about becoming certified or locating certified products:

SCSglobalServices.com/IAQ

tel +1.510.452.8000

IAQ@scsglobalservices.com



HOW DOES THE CERTIFICATION PROCESS WORK?

SCS works closely with you, the manufacturer, to:

1. Review product production processes and identify appropriate samples for testing
2. Examine VOC emission test reports from chamber tests conducted by independent testing laboratories
3. Determine if test results conform to LEED, BIFMA, CHPS and/or California 01350 criteria
4. Audit the documented control systems
5. Inspect manufacturing plants periodically to review product formulas, processing and quality controls in order to monitor continued compliance with the standard and use of the SCS certification mark

ADDITIONAL CERTIFICATIONS – LEVEL™, FSC, MATERIAL CONTENT AND SUSTAINABLE CHOICE™

In addition to Indoor Advantage certification, SCS provides Material Content recycled and biodegradable, Sustainable Choice™ carpet (based on NSF 140-2007), level™ office furniture (based on BIFMA e3-2008) and Forest Stewardship Council (FSC) Chain of Custody certifications.

SCS GLOBAL SERVICES

SCS Global Services has been providing global leadership in third-party environmental and sustainability certification, auditing, testing, and standards development for more than 25 years. SCS programs span a wide cross-section of industries, recognizing achievements in green building, product manufacturing, food and agriculture, forestry, retail, and more. SCS is a Certified B Corporation™, reflecting its commitment to socially and environmentally responsible business practices. SCS currently provides services under 16 internationally recognized accreditations.

CONFORM WITH LEED, BIFMA, CHPS AND CALIFORNIA 01350

USGBC Leadership in Energy and Environmental Design (LEED) criteria for EQ4.1 (adhesives and sealants)	IAG
USGBC LEED criteria for EQ4.2 (paints and coatings)	IAG
USGBC LEED criteria for EQ4.3 (carpet systems, flooring)	FS
USGBC LEED criteria for EQ4.5 (systems furniture, seating)	IA, IAG
Business & Institutional Furniture Manufacturer's Association (BIFMA) X7.1 (low-emitting office furniture and seating)	IA, IAG
Collaborative for High Performance Schools (CHPS) (low-emitting products)	IAG, FS
California 01350 Special Environmental Requirements	IAG, FS

IA = Indoor Advantage

IAG = Indoor Advantage Gold

FS= FloorScore