



2019 Annual Shareholders Meeting Procedures

The 2019 Annual Meeting (the “Meeting”) of the Shareholders of Steelcase Inc. (the “Company”) is being held by means of remote communication. To provide for a fair and orderly proceeding, the Board of Directors of the Company has adopted the following procedures:

A. Eligible Participants:

1. Only shareholders and proxy holders may participate in the Meeting.
2. Registration as a participant must be validated by Broadridge Investor Communication Solutions, Inc. (“Broadridge”) through utilization of the unique control numbers distributed to shareholders by Broadridge.
3. The Chair of the Meeting (the “Chair”) may permit parties who are not shareholders to listen to, but not participate in, the Meeting.

B. Submission of Questions:

1. All questions must be submitted, either before or during the Meeting, in writing via the Internet.
2. Questions may be submitted only by registered participants.
3. Only questions submitted by registered participants that are accepted as being appropriate by the Chair will be answered. In considering whether a question is appropriate, and thus accepted by the Chair, the Chair may consider the following questions as not being appropriate for purposes of the Meeting:
 - (a) questions not submitted in compliance with the Meeting procedures;
 - (b) questions that are malicious, derogatory or frivolous in nature;
 - (c) questions related to matters not relevant to the Company or to the conduct of the Company’s business; and
 - (d) questions relating to pending or threatened litigation or to personal grievances.
4. Questions and answers may be organized based (a) on groupings of related questions, with duplications or similar questions being answered only once, and (b) on the time the questions were submitted.

C. Adjournment of Meeting:

1. The Meeting may be recessed or adjourned at the sole discretion of the Chair. In particular, upon conclusion of the matters to be covered at the Meeting and the answering of questions submitted to, and accepted by, the Company in accordance with the Meeting procedures.
2. In the event technical failures occur with respect to the webcast of the Meeting or general Internet connectivity that prevents a substantial number of participants from being able to participate in the Meeting for not more than 15 minutes, the Chair may call for a recess of

the Meeting, with the Meeting being re-convened upon expiration of such 15-minute period. If such technical failures are not remedied within such 15-minute period, the Chair may adjourn the Meeting until such time as such technical failures have been remedied, after giving all participants registered at the Meeting at least 24 hours' prior notice of the date and time that the Meeting is to be re-convened.

D. Adoption of the Additional Rules or Procedures:

The Chair may adopt additional rules or procedures in his discretion that are fair to shareholders of the Company in order to conduct the Meeting.