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Whistle Blowing Policy 2022

Whistle blowing

The Company believes that it is in everyone's interests for employees who have genuine and reasonable concerns about misconduct or malpractice at work to have an opportunity to raise those concerns in an atmosphere of mutual trust and confidence.

Employees are encouraged to come forward if they have genuine suspicions about wrongdoings at work and they will not be penalised for raising their concerns, if there is no malicious intent in the disclosure, and it is made in reasonable belief that it was in the public interest.

Employees should come forward with any concerns regarding:

- Criminal offences
- Failure to comply with legal obligations
- Miscarriages of justice
- Harassment
- Risks to health and safety
- Risks to the environment; and/or
- Actions intended to conceal any of the above.

Employees who become aware of any concerns should initially raise the matter with their manager who will have an obligation to bring the information to the attention of an appropriate level within the Company. If an employee has any concerns or reservations about raising a matter with their manager, then they may instead raise the issue with a Director. This may be done by telephone or letter.

All information provided by the employee will be treated on a strictly confidential basis. Employees may wish to raise their concerns anonymously; however, it is more difficult to investigate the suspicion without having direct access to the individual who initially raised the concern.

During the initial investigation the disclosing employee's identity will not be disclosed to the individual's manager, or anyone else implicated, without the employee's express consent.

Should an employee feel that their complaint has not been adequately investigated, they may raise the issue with your line manager or HR Manager, alternatively if someone feels that they can not report the incident internally they can submit a report via Steelcase Integrity.

What is the process to submit a report?

The simplest way to report an incident is to submit a report online at integrity.steelcase.com. If you choose to do this, you will see that there is a drop-down menu in the upper right-hand corner for language translation if needed.

The online submission process consists of three easy steps; first, you will choose among a short list of categories to select the one that best describes the nature of your report. Next, you will be guided through a series of questions that will allow you to further explain and describe your situation. Lastly, you will review your incident prior to submitting.

If you would prefer to report an incident over the phone, the Steelcase Integrity Helpline is available around the clock, every day of the year. It is operated by an independent company that specializes in dealing with workplace concerns and provides language translation. A communication specialist who works for this third- party, not IE or Steelcase, will listen to your concerns and may ask additional questions for clarification. Whether you submit a report online or over the phone, you will be assigned a confidential case number to identify yourself in any follow-up communication.

United Kingdom 0-808-189-1053

<https://integrity.steelcase.com/>

Signed:  Date 30/06/22

David Hay, Managing Director

June 2022