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MAR 10 2003

WORKFORCE TRANSITION

March 5, 2003

James Houck  
Director of Worker Transition Unit  
Michigan Jobs Commission  
201 N. Washington, 5<sup>th</sup> floor  
Lansing, MI 48913

Re: Notice of Possible Mass Layoff

Dear Mr. Houck:

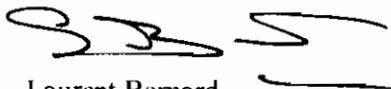
This letter is to inform you that Steelcase Inc. will be issuing an additional 332 WARN Notices to employees at its Grand Rapids Steel and Wood Furniture facilities. This notice is being provided to comply with the federal Worker Adjustment and Retraining Notification (WARN) Act. We are hopeful that business conditions will improve and that these anticipated layoffs will not be necessary. Because the WARN Act requires a 60-day advance notice, however, we are compelled to issue this notice at the present time.

The employment sites at which the anticipated layoffs will take place are: Grand Rapids Steel facilities at 901 44<sup>th</sup> Street, Grand Rapids, MI 49508, and the Grand Rapids Wood facility at 4100 68<sup>th</sup> Street, Caledonia, MI 49316. The layoffs are expected to be temporary.

The expected date for the first separations is May 5, 2003, or within 14 days thereafter. The layoffs may continue as needed based on business conditions. There are no bumping rights available to the employees involved.

For further information, please contact me, at (616 - 247-2082).

Sincerely,



Laurent Bernard  
Vice President, Global Human Resources  
Steelcase Inc.

*- Jan Crowley*

*Roseann Masottio  
(616) 698-5637*

*(C) (616) 291-9632*



The Steelcase logo consists of the word "Steelcase" in a white, sans-serif font, centered within a solid black square.

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SEP 4 2003

September 2, 2003

**WORKFORCE TRANSITION**

James Houck  
Director of Worker Transition Unit  
Michigan Jobs Commission  
201 N. Washington, 5th Floor  
Lansing MI 48913

**RE:** Notice of Possible Mass Layoff

Dear Mr. Houck,

This letter is to inform you that on August 28, 2003, Steelcase Inc. issued WARN notices to 237 employees at its Grand Rapids Steel Division. We are hopeful that business conditions will improve and that these anticipated layoffs will not be necessary; however, this notice is being provided in compliance with the federal Worker Adjustment and Retraining Notification (WARN) Act.

The employment sites at which the anticipated layoffs will take place are our Kentwood Manufacturing Complex and our Grand Rapids Manufacturing Complex, both of which are Headquartered at 901 44<sup>th</sup> Street, Grand Rapids, MI 49508. The layoffs are expected to be temporary.

The expected date for the first separations for the Grand Rapids Steel employees is January 26, 2004, or within 14 days thereafter. The layoffs may continue, as needed based on business conditions. There are no bumping rights available to the employees involved.

For further information please contact me at 616-247-2082.

Sincerely,

A handwritten signature in black ink, appearing to read "L. Bernard", written over a horizontal line.

Laurent Bernard  
Vice President, Global Human Resources  
Steelcase Inc.

The Steelcase logo consists of the word "Steelcase" in a white, sans-serif font, centered within a solid black square.

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SEP 8 2003

September 5, 2003

**WORKFORCE TRANSITION**

James Houck  
Director of Worker Transition Unit  
Michigan Jobs Commission  
201 N. Washington, 5th Floor  
Lansing MI 48913

**RE:** Notice of Possible Mass Layoff

Dear Mr. Houck,

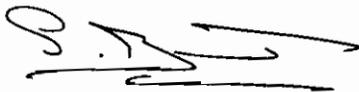
This letter is to inform you that on the above date, Steelcase Inc. issued WARN notices to 91 employees at its Grand Rapids Wood Division. We are hopeful that business conditions will improve and that these anticipated layoffs will not be necessary; however, this notice is being provided in compliance with the federal Worker Adjustment and Retraining Notification (WARN) Act.

The employment site at which the anticipated layoffs will take place is the Grand Rapids Wood facility at 4100 68<sup>th</sup> Street, Caledonia, MI 49316. The layoffs are expected to be temporary.

The expected date for the first separations for the Grand Rapids Wood employees is December 8, 2003, or within 14 days thereafter. The layoffs may continue as needed based on business conditions. There are no bumping rights available to the employees involved.

For further information please contact me at 616-247-2082.

Sincerely,

A handwritten signature in black ink, appearing to read "L. Bernard", with a horizontal line underneath.

Laurent Bernard  
Vice President, Global Human Resources  
Steelcase Inc.

The Steelcase logo consists of the word "Steelcase" in a white, sans-serif font, centered within a solid black square.

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NOV 14 2003

November 12, 2003

**WORKFORCE TRANSITION**

James Houck  
Director of Worker Transition Unit  
Michigan Jobs Commission  
201 N. Washington, 5<sup>th</sup> floor  
Lansing, MI 48913

Re: Notice of Potential Mass Layoff

Dear James Houck:

This letter is to inform you that on November 12, 2003, Steelcase Inc. issued WARN notices to 77 skilled trades employees at its Grand Rapids Steel Division. This notice is being provided in compliance with the Federal Worker Adjustment and Retraining Notification (WARN) Act. We are hopeful that business conditions will improve and that these anticipated layoffs will not be necessary. Because the WARN Act requires a 60-day advance notice, however, we are compelled to issue this notice at the present time.

The employment sites at which the anticipated layoffs will take place are our Kentwood Manufacturing Complex and the Grand Rapids Manufacturing Complex, both of which are headquartered at 901 44<sup>th</sup> Street, Grand Rapids, MI 49508. The layoffs are expected to be temporary. 31 of these employees have previous manufacturing experience within the company and per policy will have the option of being placed in our hourly production workforce.

The expected date for the first separations is January 26, 2004, or within 14 days thereafter. There are no bumping rights available to the employees involved.

For further information, please contact Roseann Masotti, Operations Human Resource Manager, at 616-698-5637.

Sincerely,

A handwritten signature in black ink, appearing to read "L. Bernard", with a horizontal line underneath.

Laurent Bernard  
Vice President, Global Human Resources  
Steelcase, Inc.

January 14, 2004

Mr. James Houck, Director  
Workforce Transition Unit  
Michigan Dept. of Career Development  
Workforce Programs  
Victor Office Center – 5<sup>th</sup> Floor  
201 N. Washington Square  
Lansing, MI 48913

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JAN 29 2004

WORKFORCE TRANSITION

Re: Notice of Possible Mass Layoff

Dear James:

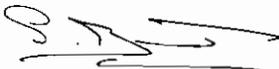
This letter is to inform you we will not activate the layoffs on January 26 of 89 Grand Rapids Wood Production Employees and 230 Grand Rapids Steel Production Employees as had been expected. However, in compliance with the Federal Worker Adjustment and Retraining Notification (WARN) Act, we are notifying you that we are extending the notice of layoff for these employees by 60 days.

The employment sites at which the anticipated layoffs will take place include the Grand Rapids Wood Facility at 4100 68<sup>th</sup> Street, Caledonia, MI 49316; as well as the Kentwood and Grand Rapids Steel Complexes which are headquartered at 901 44<sup>th</sup> St. S.E. in Grand Rapids. The layoffs are expected to be temporary.

The expected date for the first separations for these employees is March 29, 2004, or within 14 days thereafter. The layoffs may continue as needed based on business conditions. There are no bumping rights available to the employees involved.

For further information please contact me at 616-247-2082.

Sincerely,



Laurent Bernard  
Vice President, Global Human Resources  
Steelcase Inc.

RECEIVED  
MDCD-OWD

MAR 10 2003

March 5, 2003

James Houck  
Director of Worker Transition Unit  
Michigan Jobs Commission  
201 N. Washington, 5<sup>th</sup> floor  
Lansing, MI 48913

WORKFORCE TRANSITION

Re: Notice of Possible Mass Layoff

Dear Mr. Houck:

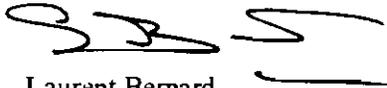
This letter is to inform you that Steelcase Inc. will be issuing an additional 332 WARN Notices to employees at its Grand Rapids Steel and Wood Furniture facilities. This notice is being provided to comply with the federal Worker Adjustment and Retraining Notification (WARN) Act. We are hopeful that business conditions will improve and that these anticipated layoffs will not be necessary. Because the WARN Act requires a 60-day advance notice, however, we are compelled to issue this notice at the present time.

The employment sites at which the anticipated layoffs will take place are: Grand Rapids Steel facilities at 901 44<sup>th</sup> Street, Grand Rapids, MI 49508, and the Grand Rapids Wood facility at 4100 68<sup>th</sup> Street, Caledonia, MI 49316. The layoffs are expected to be temporary.

The expected date for the first separations is May 5, 2003, or within 14 days thereafter. The layoffs may continue as needed based on business conditions. There are no bumping rights available to the employees involved.

For further information, please contact me, at (616 - 247-2082).

Sincerely,



Laurent Bernard  
Vice President, Global Human Resources  
Steelcase Inc.

**Laurent Bernard**  
Vice President, Global Human Resources

April 30, 2003

James Houck  
Director of Worker Transition Unit  
Michigan Jobs Commission  
201 N. Washington, 5<sup>th</sup> floor  
Lansing, MI 48913

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MAY 6 2003

WORKFORCE TRANSITION

Re: Notice of Possible Mass Layoff

Dear Mr. Houck:

This letter is to inform you that on the above date Steelcase Inc. will be extending existing WARN notices to 34 employees at its Grand Rapids Wood facilities in Gaines Township. At the same time, we are also reissuing WARN notices to an additional 315 employees. 68 of these employees are located at our Grand Rapids Wood Plant and 247 are part of our Grand Rapids Steel Division. We are hopeful that business conditions will improve and that these anticipated layoffs will not be necessary; however, this notice is being provided in compliance with the federal Worker Adjustment and Retraining Notification (WARN) Act.

The employment sites at which the anticipated layoffs will take place are: Grand Rapids Steel facilities at 901 44<sup>th</sup> Street, Grand Rapids, MI 49508, and the Grand Rapids Wood facility at 4100 68<sup>th</sup> Street, Caledonia, MI 49316. The layoffs are expected to be temporary.

The expected date for the first separations for the Grand Rapids Wood employees is July 7, 2003 or within 14 days thereafter. The expected date for the first separations for the Grand Rapids Steel employees is September 8, 2003, or within 14 days thereafter. The layoffs may continue, as needed based on business conditions. There are no bumping rights available to the employees involved.

For further information please contact me at 616-247-2082.

Sincerely,



/sjm



Steelcase

June 25, 2003

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MDGD-OWD

JUL - 2 2003

James Houck  
Director of Worker Transition Unit  
Michigan Jobs Commission  
201 N. Washington, 5<sup>th</sup> floor  
Lansing, MI 48913

WORKFORCE TRANSITION

Re: Notice of Possible Mass Layoff

Dear Mr. Houck,

This letter is to inform you that on the above date Steelcase Inc. will issue a 30 day extension of existing WARN notices to 100 employees at its Grand Rapids Wood facilities in Gaines Township. We are hopeful that business conditions will improve and that these anticipated layoffs will not be necessary; however, this notice is being provided in compliance with the federal Worker Adjustment and Retraining Notification (WARN) Act.

The expected date for the first separations for the Grand Rapids Wood employees is now August 4, 2003 or within 14 days thereafter. The employment site at which the anticipated layoffs will take place is the Grand Rapids Wood facility at 4100 68<sup>th</sup> Street, Caledonia, MI 49316.

These layoffs are expected to be temporary; however, as we continue to monitor business conditions, we could announce additional layoffs. There are no bumping rights available to the employees involved.

For further information please contact me at 616-247-2082.

Sincerely,



Laurent Bernard  
Vice President, Global Human Resources  
Steelcase Inc.

The Steelcase logo consists of the word "Steelcase" in a white, sans-serif font, centered within a solid black square.

July 28, 2003

James Houck  
Director of Worker Transition Unit  
Michigan Jobs Commission  
201 N. Washington, 5th Floor  
Lansing MI 48913

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MDOD-OWD

JUL 30 2003

WORKFORCE TRANSITION

**RE:** Notice of Possible Mass Layoff

Dear Mr. Houck,

This letter is to inform you that on the above date Steelcase Inc. will issue a 30 day extension of existing WARN notices to 100 employees at its Grand Rapids Wood facilities in Gaines Township. We are hopeful that business conditions will improve and that these anticipated layoffs will not be necessary; however, this notice is being provided in compliance with the federal Worker Adjustment and Retraining Notification (WARN) Act.

The expected date for the first separations for the Grand Rapids Wood employees is now September 8, 2003 or within 14 days thereafter. The employment site at which the anticipated layoffs will take place is the Grand Rapids Wood facility at 4100 68<sup>th</sup> Street, Caledonia, MI 49316.

These layoffs are expected to be temporary; however, as we continue to monitor business conditions, we could announce additional layoffs. There are no bumping rights available to the employees involved.

For further information please contact me at 616-247-2082.

Sincerely,

A handwritten signature in black ink, appearing to read "L. Bernard", with a horizontal line underneath.

Laurent Bernard  
Vice President, Global Human Resources  
Steelcase Inc.