

FEB - 6 2002

WORKFORCE TRANSITION

February 05, 2002

James Houck
Director Workforce Transition Unit
Michigan Jobs Commission
201 N. Washington Square, 5th 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 120 WARN Notices to employees at its Grand Rapids Wood Furniture facility. 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 site at which the anticipated layoffs will take place is Steelcase Inc.'s Grand Rapids Wood facilities at 4100 68th Street, Caledonia, MI 49316. The layoffs are expected to be temporary.

The expected date for the first separations is April 8, 2002, 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 Brian Cloyd, at (616) 475-2009.

Sincerely,



Brian Cloyd
Director, Human Resources
Steelcase North America



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OCT 31 2002

WORKFORCE TRANSITION

October 29, 2002

James Houck
Director of Workforce Unit
PO Box 30714
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 544 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 44th Street, Grand Rapids, MI 49508, and the Grand Rapids Wood facility at 4100 68th Street, Caledonia, MI 49316. The layoffs are expected to be temporary.

The expected date for the first separations is January 6, 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) 475-2009.

Sincerely,

Brian Cloyd
Director, Human Resources
Steelcase North America