

## Editorial Policy of the Ricoh Group

### ◎ Basic Concept in Publishing the Report

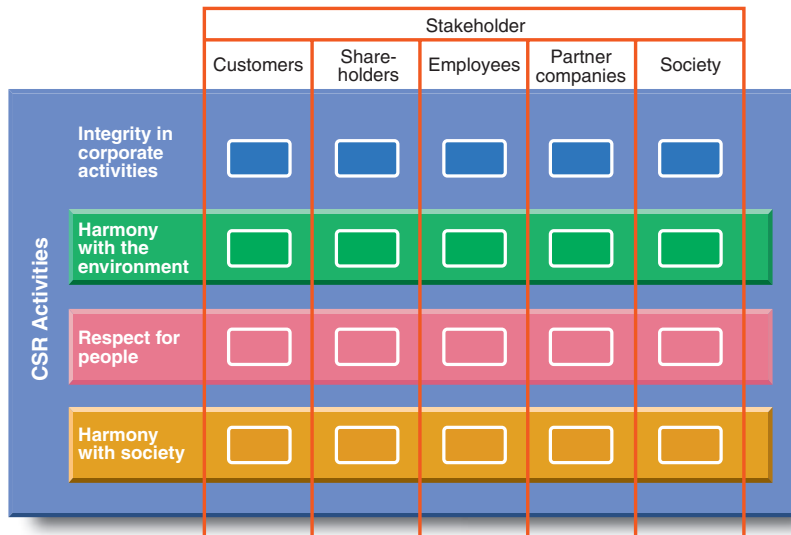
The Ricoh Group has established social responsibility in each stakeholder sphere and is developing its business independently and responsibly to achieve the high goals it has set for each sphere.

This report discloses the major activities that we consider important in meeting the expectations of our stakeholders.

### ◎ Reporting Policy

In compliance with the Ricoh Group CSR Charter, the Group reports CSR activities in four areas (integrity in corporate activities, harmony with the environment, respect for people, and harmony with society) in a systematic and comprehensive manner, to enable readers to easily understand the disclosed information.

### ■ Framework of Corporate Social Responsibility



### ◎ Disclosure Method

The Ricoh Group's Sustainability Report 2009 is disclosed in PDF format and online, using the characteristics of each medium.

**CSR website:** <http://www.ricoh.com/csr/>

- Offers prompt access to the Sustainability Report (Corporate Social Responsibility Report) 2009 and new information.

**Sustainability Report 2009 (PDF)**

- Contains highlights and a detailed version on the website.

**Sustainability Report 2009 Highlights (PDF)**

- Contains our concept, features, and highlighted cases on the website.



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