

## Diverse Educational Programs to Promote Information Security

Ricoh Human Creates Co., Ltd. is an affiliate that provides education for the employees of the Ricoh Group. It conducts training programs related to information security. Key areas of focus are training programs for information security specialists including ISMS developers and internal auditors. Educational courses for engineers are also provided to strengthen information security during product development.

### Ricoh Information Security Research Center's Educational Programs

#### (1) Programs for specialists

Following the decision to transform the ISMS standards into the global standards known as ISO/IEC 27001, persons in charge of ISMS establishment and internal auditors across the Ricoh Group were asked to undergo re-training from April to June 2006 to familiarize themselves with the new standards. In addition, more than 100 employees were trained as internal auditors for the Group, to fill positions that opened up due to retirement, resignation or internal transfers.

#### (2) Programs for general employees

Ricoh emphasizes education for general employees, as this is crucial in helping ISMS become established in every aspect of the organization.

Supervisors responsible for overseeing employees went through training that helped them understand keys to information security

management. In addition, an E-learning program entitled "Grave Consequences Can Result from Sloppy Behavior in Day-to-Day Action" is offered to about 55,000 employees in the Group to strengthen information security in the corporate culture.

### Information Security Education for Engineers in R&D

Ricoh offers about 140 courses to engineers engaged in R&D and related work. Some of the topics relevant to information security initiatives are outlined below.

#### (1) Introduction to information security

An introductory seminar covering product security requirements for all phases of software development from planning to implementation is offered as part of collective education.

#### (2) Introduction to security for development processes

The basics, including approaches to security and standards that need to be complied with during product development and manufacturing, are taught with an emphasis on drills and exercises and examinations of real-life cases.

A number of other training programs are also offered and taught by experienced engineers and lecturers.

#### ■ Available programs (fiscal 2006)

Class	Fiscal 2006 results		Participants
ISMS programs for specialists	Education for developers	Program highlighting differences with ISO 27001 (to facilitate transition to ISO 27001)	Developers and officers
	Programs for internal auditors	Program highlighting differences with ISO 27001 (to ease transition to ISO 27001)	Internal auditors
		Five-day course for newly appointed internal auditors	Newly appointed internal auditors
ISMS programs for general employees	Program for organizational managers	Lecture on information security management basics for frontline managers	Lecture offered to organizational managers in sequence
	Education for new recruits	Course offered each April as part of the general educational program for new recruits	Employees recruited by any Ricoh company
	E-learning	A new style of E-learning was initiated in February 2007 for all employees of the Ricoh Group	All employees in Japan