

# 8

## Information Security-Related Actions in Fiscal 2008

### Comprehensive Promotion of Ricoh Family Group Information Security Measures for Broad Dissemination and Penetration

**Ricoh continues to roll out initiatives to strengthen its corporate culture in fiscal 2008 with the aim of further establishing security-oriented corporate management. The endeavors are all based on the RICOH Family Group Information Security Measures (RFG ISMeasures), which were discussed in this Report. Comprehensive promotion of adherence to the RDF ISMeasures (as revised in February 2008) by more Ricoh Group companies will be promoted through the implementation of the measures described below.**

#### Information Security-Related Measures to be Taken in Fiscal 2008

##### 1. Maintenance of ISMS Group Certification

- 1) For Ricoh Group companies in Japan and overseas with ISMS certification: Ongoing assessments will be made systematically to maintain conformity.
- 2) For Ricoh Group companies overseas without ISMS Certification: Work to develop ISMS and earn certification will continue.

##### 2. Adherence to the Ricoh Group Common Standards, as revised in February 2008, by more Group companies and further penetration of the Standards will be promoted.

##### 3. Measures to prevent any recurrence of information security-related incidents and non-conformance identified by audits and assessments will be carried out with the fullest degree of diligence.

##### 4. Information-security education will be administered to all employees and managers of the entire Ricoh Group to raise their awareness.

##### 5. Enhancements will be made to the Ricoh Group's Business Continuity Plans and the management thereof.

#### Editor's Note

The current report marks the third edition of the Ricoh Information Security Report.

The fiscal 2007 edition of the Report discussed in depth the three points that are the basis of the Ricoh Group's information security activities: 1) participation by all employees, 2) daily management and continual improvement, and 3) company practices. It also presented actual cases that demonstrate how Group companies put these into practice. Based on our renewed belief that the participation by all employees and daily management and continual improvements are vital in fostering an information security culture (a corporate culture that promotes spontaneous execution of secure actions), we interviewed organizations that have put these elements into daily practice and requested descriptions of their activities for inclusion in the fiscal 2008 edition.

We hope that customers and stakeholders in and outside the Ricoh Group will find this report useful in developing an understanding of the information security-related activities of the Ricoh Group. Special thanks are given to the many people who collaborated with us in the preparation of this report.