

## **Ricoh General Principles on the Environment**

### **Basic Policy**

Based on our management principles, we recognize environmental conservation as one of the most important missions given to mankind, and we regard environmental conservation as an integral part of all our business activities. We therefore assume the responsibility of environmental conservation and approach this on a Companywide basis.

### **Action Guideline**

1. Not only do we comply with all domestic and overseas environmental regulations, but we also set our own targets to reduce the negative environmental impact of our business in consideration of social expectations. We also endeavor to attain our targets.
2. We strive to promote technological innovations that help reduce negative environment impact while maintaining and improving our environmental conservation systems.
3. In the development, design, and operation of factory facilities, we always consider their impact on the environment, and we strive to prevent pollution, to utilize energy and resources effectively, and to reduce and dispose of waste in a responsible manner.
4. At every stage, from planning, development, design, procurement and production to sales, logistics, use, recycling, and disposal, we offer products and services that have minimum environmental impact and give maximum consideration to safety.
5. Through environmental education, we strive to raise the awareness of all our employees in order to develop a social viewpoint that enables them to conduct environmental activities on their own.
6. In every country and region where we conduct business, we maintain close ties with the local community and contribute to society by publicizing our activities and assisting in environmental conservation activities.

Established February 1992  
Revised April 1998

Ricoh introduced its Ricoh General Principles on the Environment, which are based on its management philosophy, in 1992 and revised them in 1998. These principles, which are mentioned in Ricoh's environmental reports and on its Web sites, are regarded as a commitment to the Ricoh Group and to society as a whole.