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### **Editorial Policy**

This report is aimed to clearly explain the ideals, goals, activities, and performance of the Ricoh Group to all readers. In 2001, we established the Principle of the Environmental Report (see page 83), and to help Japanese readers to understand Ricoh Group activities from a broader perspective, we renamed our Japanese report "Environmental Management Report" (direct translation of Kankyou-Keiei-Houkokusho) from the "Social/Environmental Report" (direct translation of Shakai-Kankyou-Houkokusho) of last year. However, the English title is the same as last year i.e. "Ricoh Group Sustainability Report."

#### ◎ **Target readers**

This report is prepared for all readers, including environmental specialists, users of Ricoh products, suppliers, local communities, employees, nonprofit organizations (NPO's), students, shareholders, investors, and people in charge of environmental issues for their companies.

#### ◎ **Disclosing information worldwide**

Environmental activities should be covered globally; however, it is also very important to take action closely connected with each country and community in which the Ricoh Group operates for tackling the environmental issues. This year's report features activities in five regions where the Ricoh Group is operating its business. This report also focuses on green-marketing activities, which are rising spontaneously in Japan, Europe, and the Americas; and highlights green-procurement and Zero-Waste-to-Landfill activities in China and Taiwan, where the awareness of environmental conservation is increasing.

An English version has been published for global distribution since fiscal 1998.

#### ◎ **Disclosing financial information**

To successfully carry out environmental management, the Ricoh Group endeavors to improve its management system by looking at all managerial aspects from an environment-conscious point of view. To identify the effects and economic benefits of environmental conservation, the Group explains its activities and discloses information in segment environmental accounting.

#### ◎ **Disclosing information on social responsibilities**

The Ricoh Group, as a global citizen, runs its business based on the concept that the corporation is responsible for contributing to society. Sustainable Management comprises a number of activities for assuming social responsibilities including bringing-up capable persons. This report discloses information on our social responsibility activities for winning public confidence all over the world.

#### ◎ **Interactive communication**

In order to promote environmental conservation activities throughout society, we willingly disclose information that can be useful to others engaged in environmental conservation because we recognize the importance of encouraging the whole society to strive to reduce negative environmental impact. To improve the quality of this report and the Group's activities, a questionnaire has been included in this report. We would appreciate it if you would give your honest opinion.