

Ricoh Group's Responsible Minerals Procurement Policy

The Ricoh Group ("Ricoh") considers all matters closely related to human rights violations, labor problems, environmental impacts, and other issues to be important ESG issues, where the mining and trading of minerals in the Democratic Republic of the Congo (DRC) and the adjoining countries, Conflict-Affected and High-Risk Areas (CAHRAs) provide funding for armed groups and anti-government organizations, and where they are closely linked to such issues, and works with suppliers to ensure the transparency and implementation of responsible minerals procurement in the supply chain.

1. Ricoh will implement initiatives in line with the contents of the "OECD (Organisation for Economic Co-operation and Development) Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas".
2. Ricoh will avoid the use of tantalum, tungsten, tin, gold, cobalt, etc. in its materials, parts and products that are produced in conflict areas and high-risk areas and are a source of funding for armed groups and rebel groups.
3. Ricoh conducts regular conflict minerals surveys for its suppliers using industry-standard conflict minerals formats provided by RMI (Responsible Minerals Initiative) ^{*1}, such as CMRT (Conflict Minerals Reporting Template), EMRT (Extended Minerals Reporting Template), etc., We identify smelters in the supply chain and disclose information about due diligence results.
4. Ricoh will disclose information on appropriate conflict minerals survey results in response to requests from customers.

We ask our suppliers to support and cooperate with the Ricoh Group Conflict Minerals Survey and to procure minerals from smelters that are RMAP (Responsible Minerals Assurance Process) Conformant, certificated by RMI. In the unlikely event that a potential smelter risk in the supply chain is confirmed, Ricoh will implement corrective actions, such as requesting suppliers to switch to RMAP Conformant smelters.

*1) RMI: Responsible Minerals Initiative, the U.S. organization working on conflict minerals.

Ver1.2

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General Manager

Procurement Management Department, Professional Services Division

Ricoh Company, Ltd.

===[Revision History]=====

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