

# Independent Assurance Report



Translation

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Opinion No : SGS24/114

Mr. Akira Oyama  
President and CEO  
Ricoh Company, Ltd.  
3-6, Nakamagome 1-chome, Ohta-ku, Tokyo

SGS Japan Inc. (hereinafter referred to as "SGS") has conducted a limited assurance engagement on the Sustainability and Social Data for the fiscal year 2023 indicated with ☒ (hereinafter referred to as "the Statement") in Sustainability and Social Data Calculation Report (hereinafter referred to as "Calculation Report") prepared by Ricoh Company, Ltd. (hereinafter referred to as "the Organization") based on their request.

## The Organization's Responsibility

The Organization is responsible for preparing the Statement in conformance with the calculation and reporting standards (hereinafter referred to as "the Organization's Criteria," described in Calculation Report) adopted by the Organization. The calculation of GHG emissions is inherently uncertain due to the incomplete scientific knowledge required to determine emission factors and the numerical data, for combining emissions of different gases.

## Our Independence and Quality Control

SGS has complied with the Code of Ethics for Professional Accountants issued by the International Ethics Standards Board for Accountants, which includes independence and other requirements based on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality, and professional behavior. In accordance with International Standard on Quality Control 1, we maintain a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards, and applicable legal and regulatory requirements.

## Our Responsibility

Our responsibility is to express a limited assurance conclusion on the Statement based on the procedures performed and the evidence obtained.

SGS has performed the limited assurance engagement in accordance with International Standard on Assurance Engagements (ISAE) 3000 "Assurance Engagements Other than Audits or Reviews of Historical Financial Information" and ISAE 3410 "Assurance Engagements on Greenhouse Gas Statements."

The procedures performed by SGS are based on our professional judgment and include the following:

- Evaluation of the appropriateness and inquiries regarding the Organization's Criteria used to measure, aggregate, calculate, and report the Statement.
- Verification that the Statement and the underlying records are consistent.
- Inquiring about the design of the systems and methods used to collect and process the Statement.
- Analytical procedures and inquiries regarding quantitative data.
- On-site inspection of Head Office and Hasama Ricoh Co., Ltd.
- Assessment of the Organization's Criteria to develop estimates were appropriate and consistently applied.  
(This does not include testing the data underlying the estimate or developing independent estimates to evaluate the estimate.)

The procedures performed in a limited assurance engagement vary in nature from and are less in scope than, those performed in a reasonable assurance engagement.

As a result, the level of assurance obtained in a limited assurance engagement is lower than what would have been obtained if a reasonable assurance engagement had been performed.

## Limited Assurance Conclusion

Based on the procedures performed and evidence obtained by us, nothing has come to our attention that causes us to believe that the Statement in Calculation Report are not prepared in conformance with the Organization's Criteria in all material respects.

## For and on behalf of SGS Japan Inc.

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## Sustainability and Social Data Calculation Report

## 1. Calculation period

April 1, 2023 ~ March 31, 2024

## 2. Calculation result \* Scope1,2 and 3 emissions are calculated in accordance with the GHG protocol.

Calculation target		Calculation range	Definition of calculation method/calculation target	Numeric value		※1
Scope1	Scope1: Energy related CO2	The Ricoh Group	Calculated by Activity × CO2 emission factor The amount of activity is measured for each item in accordance with the GHG Protocol. CO2 emission factors are based on the GHG Protocol's emission factors by energy, and Japan's emission factors are based on the emission factors for each activity in the list of calculation methods and emission factors in the calculation, reporting, and publication system (December 5, 2023).	102.8	Definition of	☑
	Scope1: Non-energy related greenhouse gas emissions (CO2 equivalent) and CO2 by solvent combustion *Limited to gas which be used for production and R & D *Including PFCs *Solvents are toluene and ethyl acetate	Ricoh Company, Ltd. and domestic and overseas production sites (7 companies, 10 sites)	Calculated by the emission factor (CO2 equivalent*) × the amount of chemical substances released into the atmosphere. *Calculated by multiplying the global warming potential for each greenhouse gas Emissions into the atmosphere are calculated from the material balance in accordance with the PRTR concept. Emission factors are based on the emission factors for each substance in the calculation method and emission factor list in the calculation, reporting, and publication system (December 5, 2023). (PFCs)	4.7	1,000t-CO2	☑
				0.5	1,000t-CO2	☑
	Total (Scope 1)	The Ricoh Group	Energy-derived CO2 + CO2 attributable to non-energy-derived GHGs and solvent combustion	107.4	1,000t-CO2	☑
Total energy		The Ricoh Group	Activity × calculated using standard calorific value. The amount of activity is measured for each item in accordance with the GHG Protocol. For standard calorific value, Japan uses Appendix 1 Unit calorific value for each fuel type in the list of calculation methods and emission factors in the calculation, reporting, and publication system (December 5, 2023) Overseas, the unit calorific value of the fuel type of the GHG Protocol Emission Factor is used.	3,295	TJ	☑
Scope2	Market-based	The Ricoh Group	Electricity consumption × calculated by CO2 emission factor Emission factors for purchased electricity in Japan are based on emission factors by electric utility company (for calculating greenhouse gas emissions of specified emitters) - R4 results - R5.12.22 Emission factors for each menu provided by electric utilities published by the Ministry of the Environment and the Ministry of Economy, Trade and Industry Emission factors for overseas countries are IEA_Emission_Factors Light Version Emission factors from "CO2KWH ELE" sheet, 2023 edition, 2021 figure For emission factors for some bases in Europe and the U.S., refer to the list of emission factors in the relevant countries. For steam, we use the GHG Protocol's energy-specific emission factors	118.8	1,000t-CO2	☑
	Location-based	The Ricoh Group	The amount is calculated by Used power × CO2 emission factor. Emission factor is IEA_Emission_Factors Light Version "CO2KWH ELE" sheet, 2023 edition, 2021 figure emission factor used	191.8	1,000t-CO2	☑
Total (Scope 1 and 2)		The Ricoh Group	Scope1 emission+Scope2 (Market based) emission	226.3	1,000t-CO2	☑
Electric power used	Total electricity	The Ricoh Group	Total amount of electricity purchased from each electric power company, amount of cogeneration electricity, amount of in-house generated electricity (other than renewable energy), and amount of renewable energy	455,054	MWh	☑
	Renewable electricity	The Ricoh Group	Electricity derived from renewable energy that meets RE100 standards Total of purchased renewable electricity, PPA, renewable energy certificates, and in-house power generation (renewable energy)	152,993	MWh	☑
	Renewable energy ratio	The Ricoh Group	Electricity derived from renewable energy ÷ Total electric power	33.6	%	☑

Scope 3	Category1 : Purchased goods and services	The Ricoh Group (RicoH products are eligible, excluding indirect procurement)	The amount of input resources is calculated from the sales and production quantities of products and supplies, and this is multiplied by the emission intensity for each resource. The emission intensity is based on AIST's "IDEA" and the JICA-LCA database 2024 1st edition.	865	1,000t-CO <sub>2</sub>	☑
	Category4 : Upstream transportation and distribution	The Ricoh Group (for RicoH products)	We obtained data on transportation distance and weight for each mode of transportation from transportation contractors and obtained the emission intensity of the ton-kilometer method "Joint Guidelines for CO2 Emissions Calculation Methods in the Logistics Field" Ver. 3.2. Ministry of Economy, Trade and Industry, Ministry of Land, Infrastructure, Transport and Tourism". Areas for which ton-kilometer data is not available are calculated by multiplying the transportation-related costs (transportation costs, cargo handling and storage costs) collected in-house by the emissions intensity based on the Input-Output Table, 3EID NIES (2015).	449	1,000t-CO <sub>2</sub>	☑
	Category11 : Use of sold products	The Ricoh Group (for RicoH products)	It is calculated by multiplying the sales quantity of the product by the amount of electricity used during its lifecycle, and then multiplying again by the power emission factor according to the destination of the product. Japan's emission factors are based on the FY2022 CO2 emissions from the Council for a Low Carbon Society in the Electric Power Industry. Emission factors for overseas are based on the emission factors of IEA_Emission_Factors Light Version "CO2KWH ELE" sheet, 2023 edition, 2021 figure	120	1,000t-CO <sub>2</sub>	☑
	Scope3 total	The Ricoh Group (RicoH products are eligible, excluding indirect procurement)	Total of Scope 3 reduction target categories 1, 4, and 11	1,434	1,000t-CO <sub>2</sub>	☑
Water	Water withdrawal	RicoH + RicoH Group's 22 domestic and overseas production companies and 39 sites	Total of municipal water, industrial wastewater, groundwater, and river/pond water	2,988	1,000m <sup>3</sup>	☑
	Water discharge	RicoH + RicoH Group's 22 domestic and overseas production companies and 39 sites	Total wastewater into public water area such as rivers, sewer waste, sea, underground waste, and reused wastewater (beneficial wastewater)	2,109	1,000m <sup>3</sup>	☑
	Reused and recycled volume	RicoH + RicoH Group's 6 domestic and overseas production companies and 11 sites	Total reclaimed water used once	254	1,000m <sup>3</sup>	☑
Waste	Total amount of waste	RicoH + RicoH Group's 26 domestic and overseas production companies and 47 sites	The amount of emissions discharged outside the office. Valuables, general waste, and industrial waste generated as by-products of business are collectively referred to as discharges.	56,436	t	☑
	Final disposal amount	RicoH + RicoH Group's 26 domestic and overseas production companies and 47 sites	Among the waste, the total amount of direct landfill and the amount of residue landfilled after intermediate treatment.	186	t	☑
	Amount of resource recovered	RicoH + RicoH Group's 26 domestic and overseas production companies and 47 sites	The amount of waste that was not directly disposed in landfills and was used as a recycled resource. Recovered refers to waste that is reused, used for material recycling, chemical recycling, and energy recovery.	54,602	t	☑
VOC * Subject to 20 substances designated by 4 electrical and electronic organizations	Amount used	RicoH + RicoH Group's 16 domestic and overseas production companies and 22 sites	Amount of new inputs for each substance. * Business establishments with an annual handling volume of 1 ton or more for each substance are subject to calculation	2,847	t	☑
	Air discharged Emissions	RicoH + RicoH Group's 16 domestic and overseas production companies and 22 sites	Atmospheric emissions of substances. * Business establishments with an annual handling volume of 1 ton or more for each substance are subject to calculation	524	t	☑
Virgin material usage ratio of products		Object : Copiers/multifunction printers, printers, digital printers	Ratio of virgin material used to total inputs	78.9	%	☑
Amount of virgin materials used in products		Object : Copiers/multifunction printers, printers, digital printers	Virgin material consumption (Amount of virgin material taken from the Earth)	61,569	t	☑

Percentage of female workers in management positions	Ricoh Co.,Ltd	Ricoh Co., Ltd. As of April 1, 2024	Percentage of women in managerial positions (excluding executives) as of April 1, 2024	7.2 %	☑
	Ricoh Group (Japan)	Domestic Ricoh Group including Ricoh Co.,Ltd as of April 1, 2024	Same as above	7.7 %	☑
	Ricoh Group (Global)	Ricoh Group as of April 1, 2024	Same as above	16.5 %	☑
Percentage of female workers in executive management positions	Ricoh Co.,Ltd	Ricoh Co., Ltd. As of April 1, 2024	Percentage of women in senior management positions (managerial positions above the position of section manager, excluding executives) as of April 1, 2024	3.9 %	☑
	Ricoh Group (Japan)	Domestic Ricoh Group including Ricoh Co.,Ltd as of April 1, 2024	Same as above	4.0 %	☑
	Ricoh Group (Global)	Ricoh Group as of April 1, 2024	Same as above	9.6 %	☑
Gender pay gap	All employees (Ricoh Co.,Ltd)	Ricoh Co., Ltd. As of Mar 31, 2024	The average annual wage of all female employees divided by the average annual wage of all male employees. Wages include basic salary, overtime pay, bonuses, etc., and exclude retirement allowances, commuting allowances, etc. * In accordance with the publication of information on the difference in wages between men and women based on Act on the Promotion of Women's Active Engagement in Professional Life	78.6 %	☑
	All employees (Japan)	Domestic Ricoh Group including Ricoh Co.,Ltd as of Mar 31, 2024	Average value obtained by dividing the average annual wage of all female employees of Group companies in Japan by the average annual wage of all male employees including Ricoh Co.,Ltd,	79.9 %	☑
	All employees (Global)	Ricoh Group as of Mar 31, 2024 *2	Average value obtained by dividing the average annual wage of all female employees of Group companies by the average annual wage of all male employees including Ricoh Co.,Ltd	83.3 %	☑
	Regular employees (Ricoh Co.,Ltd)	Ricoh Co., Ltd. As of Mar 31, 2024	The average annual wage of regular female employees divided by the average annual wage of regular male employees. Wages include basic salary, overtime pay, bonuses, etc., and exclude retirement allowances, commuting allowances, etc. * In accordance with the publication of information on the difference in wages between men and women based on Act on the Promotion of Women's Active Engagement in Professional Life	76.6 %	☑
	Regular employees (Japan)	Domestic Ricoh Group including Ricoh Co.,Ltd as of Mar 31, 2024	Average value obtained by dividing the average annual wage of regular female employees of Group companies in Japan by the average annual wage of regular male employees including Ricoh Co.,Ltd,	79.7 %	☑
	Regular employees (Global)	Ricoh Group as of Mar 31, 2024 *2	Average value obtained by dividing the average annual wage of regular female employees of Group companies by the average annual wage of regular male employees including Ricoh Co.,Ltd,	82.8 %	☑
	Non-regular employees (Ricoh Co.,Ltd)	Ricoh Co., Ltd. As of Mar 31, 2024	The average annual wage of non-regular female employees divided by the average annual wage of non-regular male employees. Wages include basic salary, overtime pay, bonuses, etc., and exclude retirement allowances, commuting allowances, etc. * In accordance with the publication of information on the difference in wages between men and women based on Act on the Promotion of Women's Active Engagement in Professional Life	84.9 %	☑
	Non-regular employees (Japan)	Domestic Ricoh Group including Ricoh Co.,Ltd as of Mar 31, 2024	Average value obtained by dividing the average annual wage of regular female employees of Group companies in Japan by the average annual wage of regular male employees including Ricoh Co.,Ltd,	84.7 %	☑
	Non-regular employees (Global)	Ricoh Group as of Mar 31, 2024 *2	Average value obtained by dividing the average annual wage of regular female employees of Group companies by the average annual wage of regular male employees including Ricoh Co.,Ltd,	88.5 %	☑
	Executive base salary (Ricoh Co.,Ltd)	Ricoh Co., Ltd. As of Mar 31, 2024	Average annual base salary of female executives divided by average annual base salary of male executives	116.3 %	☑
	Executive base salary (Global)	Ricoh Group as of Mar 31, 2024 *2	Average value obtained by dividing the average annual basic salary of female officers of Group companies, including Ricoh Co.,Ltd, by the average annual basic salary of male officers	96.8 %	☑
	Executive base salary and incentives (Ricoh Co.,Ltd)	Ricoh Co., Ltd. As of Mar 31, 2024	The average annual base salary of female executives plus incentives (bonuses) divided by the average annual base salary of male executives plus incentives (bonuses)	127.4 %	☑
	Executive base salary and incentives (Global)	Ricoh Group as of Mar 31, 2024 *2	The average value obtained by dividing the average annual basic salary of female executives plus incentives (bonuses) by the average annual basic salary of male officers plus incentives (bonuses) including Ricoh Co.,Ltd	95.9 %	☑
	Manager base salary (Ricoh Co.,Ltd)	Ricoh Co., Ltd. As of Mar 31, 2024	Average annual base salary for female managers divided by average annual base salary for male managers	96.4 %	☑
	Manager base salary (Global)	Ricoh Group as of Mar 31, 2024 *2	Average value obtained by dividing the average annual basic salary of female managers by the average annual basic salary of male managers at Group companies, including Ricoh Co.,Ltd	92.4 %	☑
	Manager base salary and incentives (Ricoh Co.,Ltd)	Ricoh Co., Ltd. As of Mar 31, 2024	The average annual base salary of female managers plus incentives (bonuses) divided by the average annual base salary of male managers plus incentives (bonuses)	95.1 %	☑
	Manager base salary and incentives (Global)	Ricoh Group as of Mar 31, 2024 *2	The average value obtained by dividing the average annual basic salary of female managers plus incentives (bonuses) by the average annual basic salary of male managers plus incentives (bonuses) in Group companies including Ricoh Co.,Ltd	90.1 %	☑
	Non-manager base salary (Ricoh Co.,Ltd)	Ricoh Co., Ltd. As of Mar 31, 2024	The average annual basic salary of female non-manager employees divided by the average annual basic salary of male non-manager employees	92.1 %	☑
	Non-manager base salary (Global)	Ricoh Group as of Mar 31, 2024 *2	Average value of the average annual basic salary of female non-manager employees divided by the average annual basic salary of male non-manager employees in Group companies, including Ricoh Co.,Ltd	91.3 %	☑
Ratio of male employees taking childcare leave	Ricoh Co.,Ltd	Ricoh Co., Ltd. As of Mar 31, 2024	Calculated by dividing the number of Ricoh employees who started taking childcare leave in FY2023 by the number of Ricoh employees who had children in FY2023	93.4 %	☑
	Ricoh Group (Japan)	Domestic Ricoh Group including Ricoh Co.,Ltd as of Mar 31, 2024	Figures obtained by dividing the number of Ricoh Group employees in Japan who started taking childcare leave in FY2023 by the number of Ricoh Group employees in Japan who had children in FY2023	90.2 %	☑

※1 Figures marked with "☑" have undergone third-party verification.

※2 Coverage rate: 99.2% (240 companies out of 242)