

Health and Safety

◎ Concept of Health and Safety

Ricoh was founded under a spirit of love: “Love your neighbor, Love your country, Love your work.” For more than 60 years, our corporate culture reflected this spirit of affection in caring for all one’s neighbors, for one’s home country, and for the assignments that one undertakes. Through our management policies and action guidelines, we set out to achieve a personnel-oriented management, aligning company growth with individual well-being. Ricoh’s health and safety activities, based on its founding spirit, management policies, and action guidelines, encourage everyone to continue in their efforts to secure the safety of each employee in a healthy and comfortable work environment.

[Basic Policy]

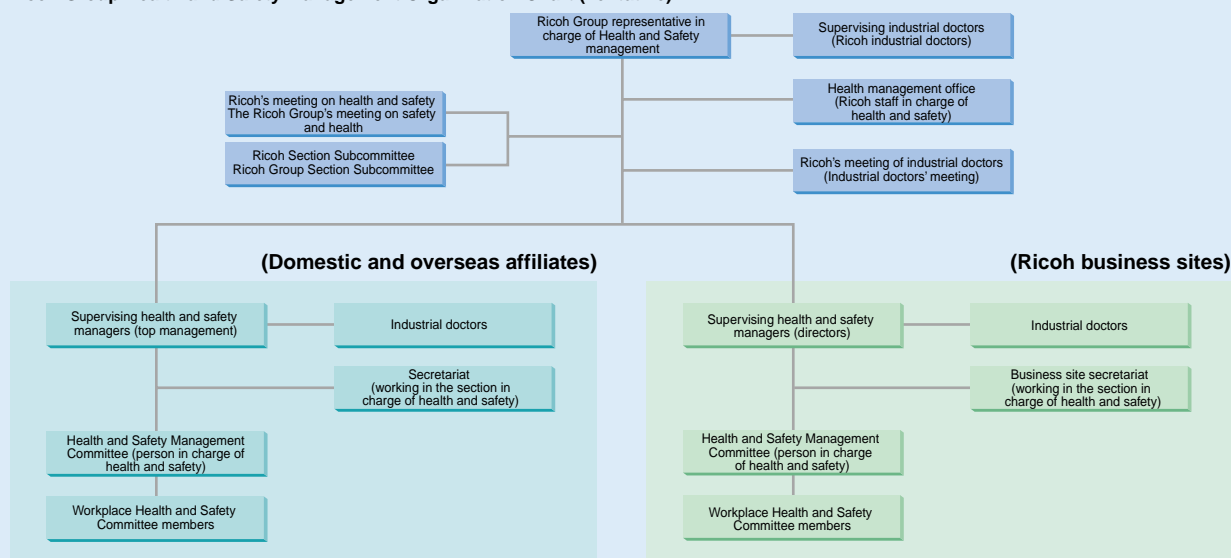
By putting our management policies into practice, we are more aware of the need to secure employee health and safety, and we earnestly strive to achieve this as well as to establish a comfortable work environment companywide.

[Action Guidelines]

- Not only do we comply with all domestic and overseas health and safety regulations, but we also set our own goals for employee health and safety and endeavor to achieve those goals.
- We shall continue to maintain and improve an independent health and safety promotion system to secure employee health and safety and to establish a comfortable work environment.
- By providing education in health and safety, we strive to raise the awareness of all our employees and support and encourage them to be interested in and to observe health and safety practices in all activities in society.
- In every country and region where we conduct business, we maintain close ties with local communities and contribute to their society by publicly disclosing our activities and assisting in health and safety activities.

Note: The policy and guidelines given here are under development and may be subject to change.

The Ricoh Group Health and Safety Management Organization Chart (Tentative)



Characteristics of Activities

The most important characteristic of Ricoh’s health and safety activities is the balance the company emphasizes between health and safety. In a manufacturing industry, health and safety activities are apt to be tilted towards production sites. Ricoh, however, attaches the same weight to nonproduction sites as it does to production sites. We hold health seminars and provide counseling as well as promote mental

and physical health.

Ricoh takes advantage of the digital network technology it has become so good at in its business to establish a database and network for the purpose of disseminating health and safety information. The database and network allows us to quickly spread such information within the company, respond to business sites, and further improve our know-how.

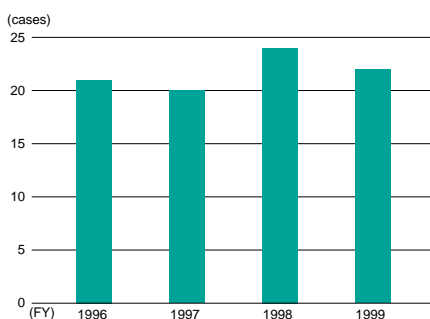


Health and Safety Information Database

Safety Management Activities

Ricoh is developing on-site safety management activities that are based on employee initiatives. Specific activities include specifying workplaces to be added to a doctor's periodic rounds, examining disaster and accident prevention measures, thoroughly examining measures to prevent the reoccurrence of disasters and accidents, concurrently developing such measures at each business site, providing introductory safety training for new employees, and promoting employee awareness of safety. These activities contribute to reducing occupational hazards.

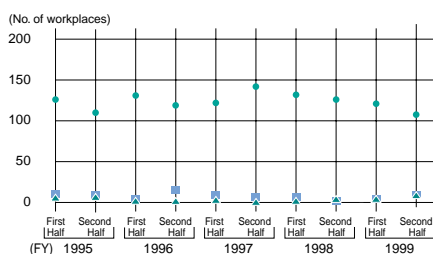
Changes in the Number of Occupational Hazards at Ricoh



Work Environment Measurement

The Ricoh Group continues to measure its work environment to prevent work-related health problems. We endeavor to improve the work environment by measuring not only those substances that are required to be measured by law but also those substances that are not required to be measured by law. This is conducted while keeping the impact all substances have on health in mind.

Work Environment Measurement
(Ricoh and its domestic affiliates)



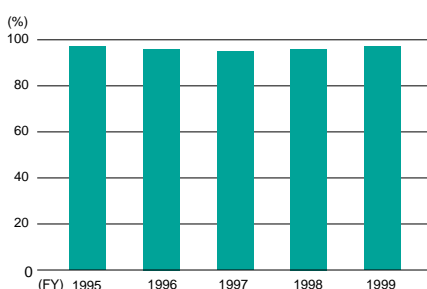
- 1st control area: In most of the workplaces (95%), the concentration of toxic substances in the atmosphere does not exceed the controlled density.
- 2nd control area: The average concentration of toxic substances in the atmosphere of the workplaces does not exceed the controlled density.
- ▲ 3rd control area: The average concentration of toxic substances in the atmosphere of the workplaces exceeds the controlled density.

but also those substances that are not required to be measured by law. This is conducted while keeping the impact all substances have on health in mind.

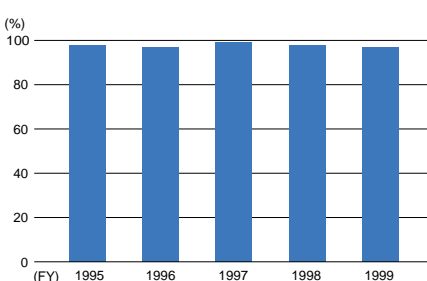
Health Checkups and Complete Medical Examinations

Ricoh offers health checkups and summary medical examinations to employees under the age of 40 (summary medical examinations to employees between the ages of 35 and 40) for the prevention and early diagnosis of diseases. As a health management measure for aging employees and for a more detailed health management scheme, Ricoh requires a complete medical examination for employees 40 years old or over and for those in managerial positions. Furthermore, for employees whose checkups or examinations revealed health problems, we established a follow-up system that includes reexaminations, detailed examinations, continued observation, and medication treatment. Our efforts for the prevention, early diagnosis, and treatment of diseases are thus ongoing. Our health management system also covers the family members of employees, with complete medical examinations offered to employees' spouses.

Health Checkup Rate



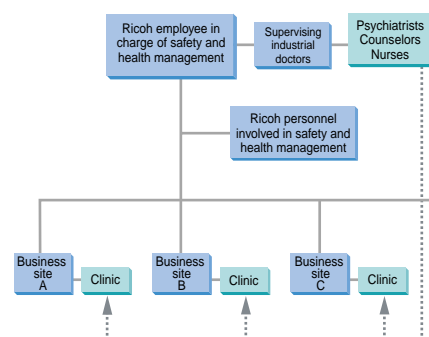
Complete Medical Examination Rate



Industrial Mental Health Care

Due to changes in the various environments surrounding companies, such as the economic environment, employees bear a heavier mental burden than before. Accordingly, it has become more important, even from a managerial point of view, to establish an industrial mental health care system. By entering into agreements with counseling centers and offering leave of absence, we endeavor to reduce minor psychiatric problems in employees and to support the early recovery of those suffering from mental stress. We have also established systems that allow employees to 1) check the level of stress they are under, using our internal network, and 2) send e-mail directly to counselors if they wish to do so.

Industrial Mental Health Care System



Ricoh Health Care Seminars

To help prevent and relieve lifestyle diseases, Ricoh Health Care Seminars are held regularly, inviting specialists in relevant areas of health. We held the Osteoporosis Seminar for Women in January and February 2000. Company nurses and female employees participated in these seminars. The seminars included a variety of lifestyle surveys, bone density measurements, counseling and individual guidance by doctors, and nutrition evaluation and lectures by nurses. During the seminar, the company cafeteria added calcium-enriched dishes to the menu.

Osteoporosis Seminar for Women

Date: January–February 2000
 Personnel invited: All female employees of Ricoh Aoyama Head Office
 Number of participants: 103 out of 125 invited personnel (participation rate: 82%)



Activities Promoting Health and Safety Awareness

Ricoh uses in-house brochures and a health management newsletter distributed throughout the Group's internal network to improve each employee's awareness of health and safety. With different themes addressed quarterly, the health management newsletter carries such information as basic physiology and tips for disease prevention.



Health management newsletter distributed by the Group's internal network



Wellness Club, published by the Ricoh San-Ai Group Health Insurance Union

Model Office for Health Promotion

The Ricoh Aoyama Head Office, in Tokyo, was designated by the Ministry of Labor as a "model office for health promotion in fiscal 1999." In June 2000, the Aoyama Head Office submitted reports on its health promotion system, health checkups and advice, and nurturing of employees. We were faced with creating higher-quality health and safety activities to achieve the goals set in the reports above.

Current Issues and Future Developments

Currently, certain areas of Ricoh's health and safety activities, such as its focus on activities at nonproduction sites and the establishment of a database and network to store and distribute health and safety information, can be found only in Japan; a global standard has not been achieved yet. With the introduction and development of the Work Health and Safety Management System, Ricoh is promoting more well-organized activities that include the participation of affiliates, aiming at ever-higher-levels of quality in its health and safety activities.