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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, including environmental specialists, users of Ricoh products, suppliers, local communities, employees, nonprofit organizations (NPOs), students, investors, and people in charge of environmental issues for their companies.
- © To facilitate readers to understand Ricoh Group activities from a broader perspective, we renamed our report the Ricoh Group Sustainability Report, following GRI Guidelines¹. Information on the Group's environmental conservation activities is in accordance with the Environmental Reporting Guidelines of the Ministry of the Environment².
- © With the belief that full disclosure of all activities is important in remaining loyal to our readers, we disclose information on penalties and fines imposed on us as well as on restoration of contaminated soil.
- © We willingly disclose information that can be useful to others engaged in environmental conservation because we recognize the importance of encouraging the whole society seeking to reduce negative environmental impact.

1. The Global Reporting Initiative (GRI) is an international organization established by the Coalition for Environmentally Responsible Economies (CERES)—an environmental nongovernmental organization (NGO)—in cooperation with the United Nations Environment Programme (UNEP) to improve communications concerning sustainable development. Environmental performance, social performance, and economic performance are three requirements provided by GRI for the companies indispensable for the society. For more information, please visit <http://www.globalreporting.org/>
2. For more information (Japanese only), please visit <http://www.env.go.jp/policy/report/h12-02/index.html>