

## Health and Safety

Ricoh was founded under the Spirit of Three Loves<sup>1</sup>: love your neighbor, love your country, love your work. One of the principles given under the section of Our Principles<sup>2</sup> in the Management Philosophy is “to find personal value in our work.” Ricoh promotes the health and safety of employees and is always trying to ensure the safety of all employees and to provide them with a healthy and comfortable work environment based on the Spirit of Three Loves and on the principles in its management philosophy.

1. See page 5.  
2. See page 5.

### Basic Policy

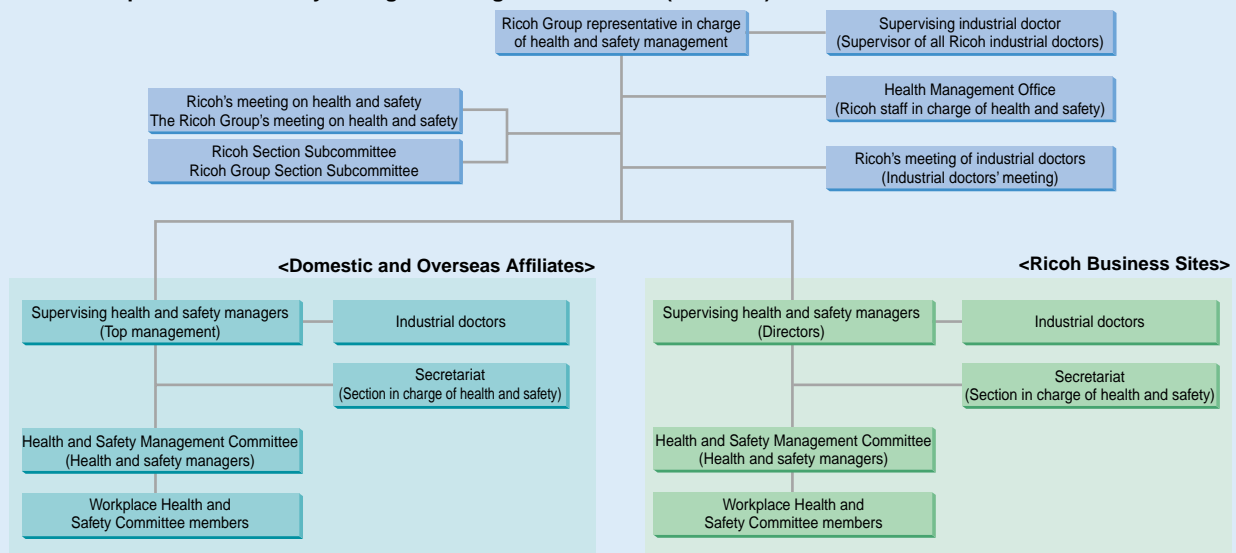
By putting our management philosophy into practice, we are more aware of the need to secure employee health and safety, and we earnestly strive to achieve this as well as to establish a comfortable work environment Companywide.

### 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 widely 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 aspect of Ricoh's health and safety activities is their equal application to both production and nonproduction sites. In the manufacturing industry, health and safety activities are apt to be emphasized more at production sites. Ricoh, however, attaches the same weight to its nonproduction sites as it does to its production sites, equally holding health seminars, providing counseling, and promoting mental and physical health at both.

Ricoh characteristically took advantage of the digital network technology it has become so good at creating in its business to establish a database and network to disseminate information on health and safety. The database and network allows the Company to quickly spread relevant information to employees, to promptly take needed measures at business sites, and to promote the sharing of know-how throughout the Company.



Health and Safety Database

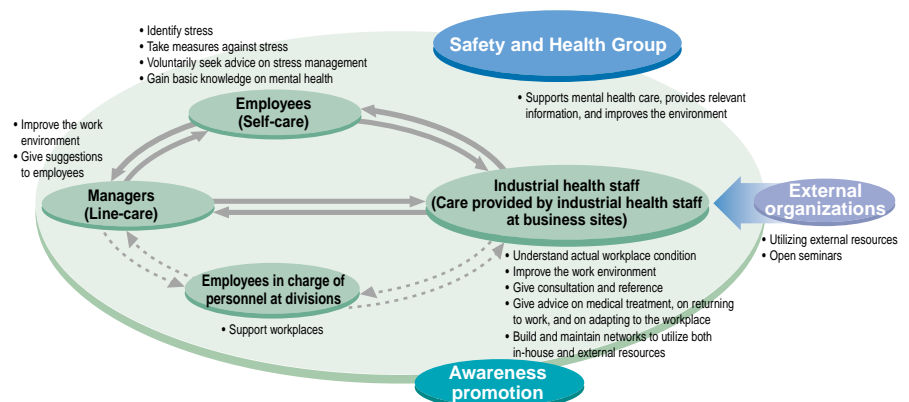
## Mental Health Care

Mental health has gained a considerable amount of public attention. Accordingly, companies are required by such government policies as Measures to Deal with Mental Health at the Workplace or those announced in *Health Japan 21* (published by the Ministry of Health, Labour and Welfare) to establish a system and infrastructure for employee mental health care.

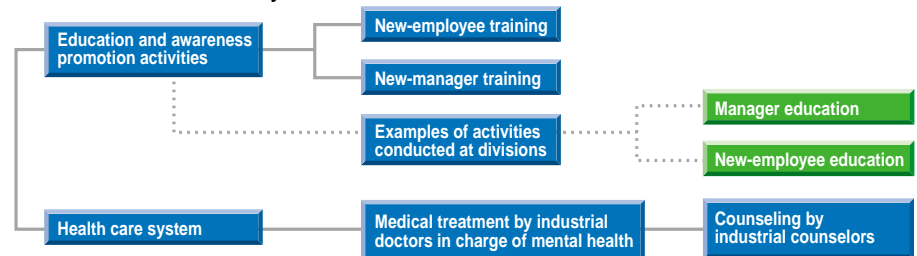
In 1975, Ricoh, in consideration of the mental health of its employees, established a system in which industrial counselors visit the Company's business sites. In 1986, psychiatrists joined the counselors. Furthermore, since fiscal 2000 the Company has reviewed and strengthened its current mental health care system, regarding compliance with governmental policy on mental health as an urgent task that needed to be completed. Ricoh is also aggressively conducting mental health promotion activities outside the Company, such as giving presentations on mental health care at an academic society\*.

\* The presentation was made at the 8th meeting of the Japan Industrial Mental Health Society on June 22–23, 2001.

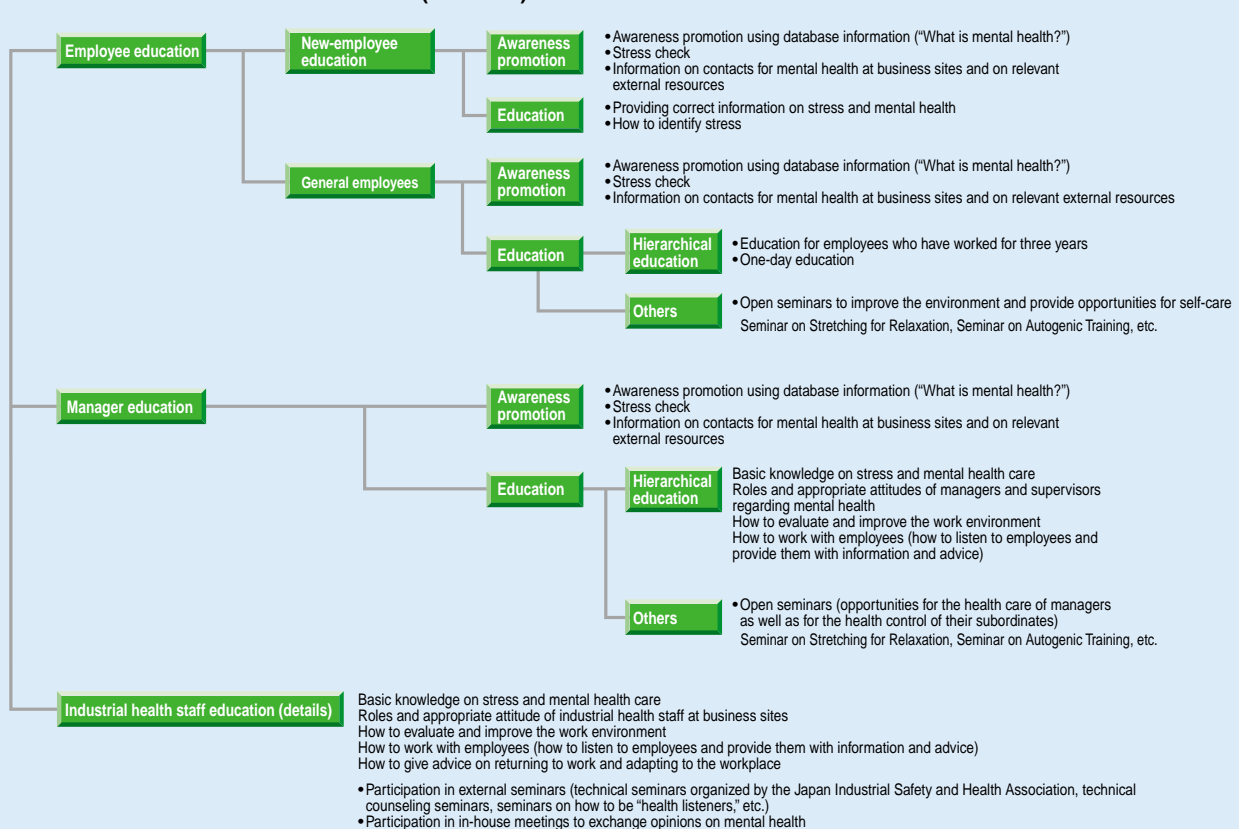
### Ricoh's Mental Health Care System (Tentative)



### Current Mental Health Care System



### Mental Health Care Education Curriculum\* (Tentative)

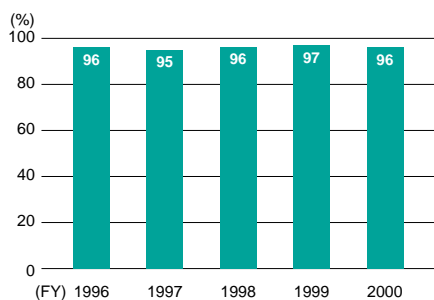


\* Only a part of the curriculum is shown.

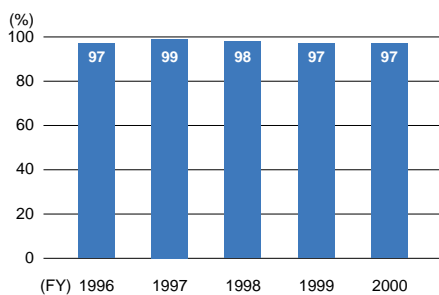
## Health Checkups and Complete Medical Examinations

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 of 40 years old or older and for those in managerial positions. Furthermore, for employees whose checkups or examinations have revealed health problems, the Company established a follow-up system for reexaminations, detailed examinations, continued observation, and medication treatment. Thus, the Company's efforts toward the prevention, early diagnosis, and treatment of diseases are ongoing. Ricoh's 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

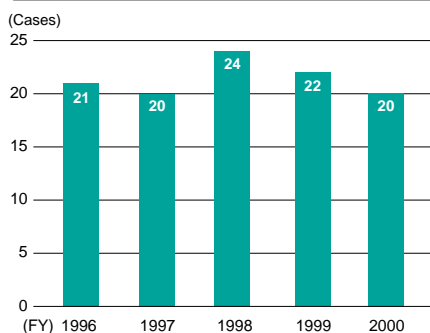


## Safety Management Activities

To reduce occupational hazards, Ricoh is promoting on-site voluntary safety activities for employees, especially at its production sites. Such activities include visits by indus-

trial doctors to workplaces, examining accident prevention measures based on the near-accident experiences of employees, providing introductory training on safety to new employees, and promoting employee awareness of safety. Moreover, should an accident occur, a careful examination will be made to establish measures to prevent reoccurrence. The site where the accident occurred will then be notified of the newly established measures to prevent recurrence in future.

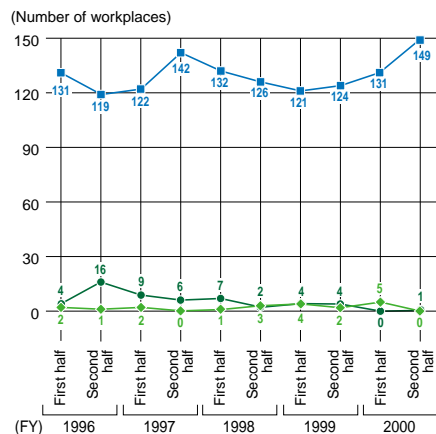
### Changes in the Number of Occupational Hazards at Ricoh



## Work Environment Measurement

The Ricoh Group continues to measure its work environment to prevent work-related health problems. The Group endeavors 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 but may be hazardous to employees' health.

### Work Environment Measurement (Ricoh and its domestic affiliates)

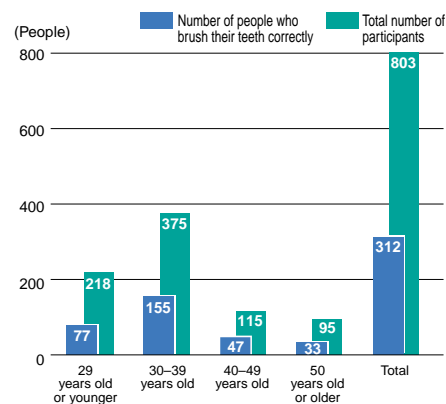


- 1st control area: In most of the workplaces (95%), the concentration of toxic substances in the atmosphere does not exceed the controlled density.
- 2nd control area: The average concentration of toxic substances in the atmosphere of the workplaces does not exceed the controlled density.
- ◆ 3rd control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

## Health Care Seminars

To help prevent and relieve lifestyle diseases, Ricoh Health Care Seminars are held regularly, inviting specialists in relevant areas of health. According to data provided by the Ricoh San-Ai Group Health Insurance Union, the cost of dental care is the highest medical expense. Accordingly, a series of seminars on dental health was held from July 2000 to January 2001. Employees who participated at the seminars were taught how to perform a self-dental health check and brush their teeth so that they will be able to eat using their own teeth even at the age of 80.

### Number of People Who Brush Their Teeth Correctly



## Activities Promoting Health and Safety Awareness

Ricoh uses in-house brochures and a health management newsletter distributed through its 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 through Ricoh's internal network