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To promote its own sustainability and contribute to the development of a sustainable society, the Ricoh Group established its CSR (Corporate Social Responsibility) Division in January 2003. The office supervises all departments involved in activities that aim to fulfill the Ricoh Group's corporate social responsibilities, including environmental conservation.

© Change in the scope of this report following the establishment of the CSR Office

The corporate social responsibility-related information traditionally included in the *Ricoh Group Sustainability Report (Environment)* will be provided in a separately published report. The Ricoh Group's environmental management-related activities will be given in this report.

© Editorial policy for the *Ricoh Group Sustainability Report (Environment)* 2003

This report is aimed to clearly explain the Ricoh Group's concept of and specific measures and activities for sustainable management to all Ricoh Group stakeholders in order to facilitate communications and receive and integrate feedback into the Ricoh Group's sustainable management. To show our goal more clearly, we changed the name of our Japanese report from *Shakai Kankyou Houkokusho* (Social/Environmental Report) to *Kankyou Keiei Houkokusho* (Environmental Management Report) in 2002. However, the name of the English version shall remain the same, i.e., *Ricoh Group Sustainability Report (Environment)*.

● Target readers

This report is prepared for all readers, including users of Ricoh products, suppliers, local communities, shareholders and investors, rating agencies, environmental specialist, people in charge of environmental issues for their companies, researchers, students, administrators, NGO/ NPOs, and Ricoh Group employees. They are all present and future stakeholders in the Ricoh Group's sustainable management.

● Disclosing information worldwide

Environmental activities should be covered globally; however, it is also very important to take action closely connected with each country and community in which the Ricoh Group operates to tackle environmental issues. This report describes the Ricoh Group's environmental management activities that are based on global partnerships.

● Disclosing financial information

To successfully carry out sustainable management, the Ricoh Group endeavors to improve its management system by looking at all managerial aspects from an environment-conscious point of view. The Ricoh Group identifies the effects and economic benefits of environmental conservation for each business unit and for the entire Ricoh Group and discloses relevant information in environmental accounting.