

Structure of the Report and Overall Picture of Sustainable Environmental Management

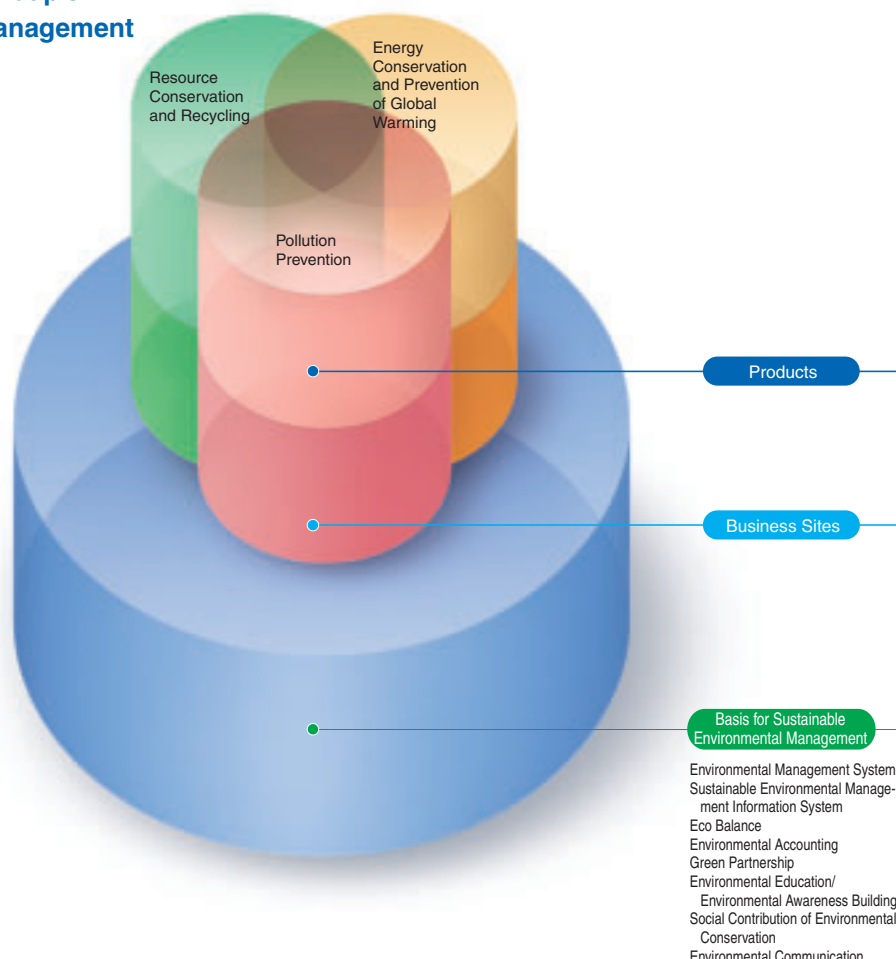
How the Ricoh Group promotes sustainable environmental management is outlined based on its overall picture (basis and three pillars).

This page and the next provide an outline of the entire structure of the report and major awards and recognition the Ricoh Group received in fiscal 2004 as well as brief descriptions of the content.

Overall Picture of the Ricoh Group's Sustainable Environmental Management (Structure of the Report)

● Structure of the Report

This report is structured in the same way the general picture of the Ricoh Group's sustainable environmental management is structured. The report begins with **the concept of sustainable environmental management** and goes on to explain **improving our products (three pillars), improvements made at business sites (three pillars), and the basis for sustainable environmental management.**



■ Major Awards and Recognition Ricoh Received in Fiscal 2004

Ricoh Ranks First in *Nihon Keizai Shimbun's* Corporate Environmental Management Level Survey

Ricoh ranked first in *Nihon Keizai Shimbun's* 8th Corporate Environmental Management Level Survey in the manufacturing category for the first time in four years. Ricoh achieved equally high scores in all of the seven survey items, including resource recycling and product countermeasures. (December 6, 2004)

Ricoh Given World's Highest Rating in oekom's Environmental Ranking

Ricoh was given the highest rating for corporate social responsibility in the category of IT/computers, peripherals, and office electronics in 2004/2005 by oekom research AG of Germany. (February 2, 2005)

Awarded the Minister of Economy, Trade and Industry Prize (Energy Conservation Month)

Ricoh Gotemba Plant won the top prize, the Minister of Economy, Trade and Industry Prize (electrical division), for Energy Conservation Month in recognition of its energy saving efforts. (February 9, 2005)

Ricoh Given AAA in TECO's Environmental Rating

Ricoh received a AAA, the highest environmental rating, from Tohatsu Evaluation and Certification Organization (TECO) Japan. The rating, which involved 501 companies, was based on the companies' fiscal 2004 environmental reports and information disclosed on their official websites. (March 24, 2005)

Ricoh Stocks Incorporated in Eco Funds and SRI Funds

In Japan, Ricoh's stocks are incorporated in more than 10 eco funds and SRI funds. Also, the Morningstar Socially Responsible Investment Index has included Ricoh since its establishment in 2003. In addition, Ricoh has been a constituent member of the Dow Jones Sustainability Indexes (DJSI) for three consecutive years and of the FTSE4Good Global Index for two years in a row. The latter index is published by FTSE International Ltd., a joint venture between the UK Financial Times and the London Stock Exchange.



The Ricoh Group's Concept of Sustainable Environmental Management is to simultaneously achieve environmental conservation and profits.

The Ricoh Group's sustainable environmental management means simultaneously achieving environmental conservation and profits. This policy is carried out through development of environment-oriented technologies and in activities conducted by all employees. Initiatives have been taken in the three areas of energy conservation and prevention of global warming, resource conservation and recycling, and pollution prevention for both products and business sites. To efficiently advance these activities, a basis for sustainable environmental management was established.

<Reference pages>

- Pursuing the Ideal Society "Three P's Balance" Page 7
- Concept of a Recycling-based Society
"The Comet Circle" Page 8
- Promotion of Sustainable Environmental
Management Page 9
- Environmental Action Plan Ending in Fiscal 2005... Page 11

Actions regarding the Three Pillars of Products

○ Concept of Product Development

Page 15

1. Energy Conservation and Prevention of Global Warming

The world's first high-speed multifunctional copiers that can recover from standby mode within 10 seconds contribute to energy conservation by customers. Page 19

2. Resource Conservation and Recycling

Sales of recycled copiers are promoted through the expansion of the number of recycled copier models available. Page 23

3. Pollution Prevention

RoHS Directive-based products were introduced, which helps promote the total elimination of environmentally sensitive substances contained in the products. Page 27

Actions regarding the Three Pillars of Business Sites

1. Energy Conservation and Prevention of Global Warming

By setting goals higher than those in the Kyoto Protocol, we advance energy conservation at production lines. Page 33

2. Resource Conservation and Recycling

Zero-Waste-to-Landfill activities are being carried out at not only major production sites but also non-production sites in various countries. Page 39

3. Pollution Prevention

The examination and purification of soil and underground water, which were conducted only at production sites, are now being carried out at non-production sites. Page 43

Basis for Sustainable Environmental Management

Environmental Management System

The Ricoh Group promotes participatory sustainable environmental management by all employees based on the Plan-Do-Check-Action (PDCA) cycle for the entire Group, including each business site and division. Page 47

Sustainable Environmental Management Information System

This system supports the decision-making process concerning sustainable environmental management, and promotes the environmentally conscious design of products. Page 49

Eco Balance

The Eco Balance data on environmental impacts caused by overall business activities are utilized for establishing long-term targets and action plans. Page 51

Environmental Accounting

The Group aims to establish an environmental accounting system to evaluate sustainable environmental management and support managerial decision making. Page 53

Green Partnership

The Group continues to promote effective environmental conservation through partnerships with suppliers and customers. Page 57

Environmental Education/Environmental Awareness Building

We are conducting awareness-building activities for our employees so that they realize and perform their duties as global citizens and take initiatives in promoting sustainable environmental management. Page 61

Social Contribution of Environmental Conservation

Each employee, and the Ricoh Group as a whole, is engaged in environmental conservation activities as a global citizen. Page 63

Environmental Communication

We promote communication in good faith to expand environmental conservation activities. Page 71

"FOCUS"

Activities of the Ricoh Group that may be of particularly high interest to readers are reported in the feature page "FOCUS."

FOCUS-1

Page 31

Chemical Substance Management in Cooperation with Suppliers



FOCUS-2

Page 41

Zero-Waste-to-Landfill Activities at Outside Japan Production Sites



FOCUS-3

Page 59

Building a Sustainable Environmental Management Model of Sales Companies in Japan



FOCUS-4

Page 69

Environmental Volunteer Leader Development Program in Japan

