

# Corporate Philosophy/General Principles on the Environment/Management Philosophy/Principles of the Environmental Reporting

## Corporate Philosophy

The Ricoh Group's corporate philosophy "The Spirit of Three Loves" was established by its founder, Kiyoshi Ichimura. He explained the philosophy as follows: Everyone at least loves himself/herself. As time passes, however, this feeling of love grows and expands to include all people, plants, and animals in the world. This philosophy drives the Ricoh Group toward better sustainable environmental management.

**—The Spirit of Three Loves—**  
**Love your neighbor**  
**Love your country**  
**Love your work**

## Management Philosophy

Ricoh's management philosophy was formally introduced in 1986 based on the corporate philosophy of "The Spirit of Three Loves" in order to establish and nurture the corporate culture and system to ensure survival in a time filled with increasing change, information-oriented societies, diverse values, and more intense competition.

- Our Purpose** To constantly create new value for the world at the interface of people and information
- Our Goal** To be a good global corporate citizen with reliability and appeal
- Our Principles**
- To think as an entrepreneur
  - To put ourselves in the other person's place
  - To find personal value in our work

## General Principles on the Environment

Ricoh introduced the Ricoh General Principles on the Environment, which are based on its management philosophy, in 1992 and revised them in 1998 and in 2004. These principles show Ricoh's commitment to sustainable environmental management and are widely disclosed to the public through various media, including Web sites. Based on these principles, Ricoh Group companies have independently established and managed their own rules regarding the environment according to their business type.

### Basic Policy

As a global citizen, the Ricoh Group is obligation-conscious of environmental conservation. In addition, we strive to honor our environmental responsibilities and concentrate group-wide efforts in environmental conservation activities, implementation of which we believe to be as significant as our business operations.

### Action Guideline

1. Complying with domestic and international regulations as a matter of course, we dutifully fulfill our responsibilities, setting goals toward minimizing the environmental effects of business practice in keeping up with broader social expectations. In achieving these goals, we endeavor to create economic values.
2. We take steps to develop and promote technology that will enable us to reduce environmental effects, and proactively utilize such innovations.
3. In all our business activities, we strive for awareness of environmental impact, thereby involving all Ricoh employees in implementing continuous improvements to prevent pollution, use energy and natural resources more efficiently.
4. To provide our products and services, we spare no effort to reduce environmental effects in all stages of product lifecycle, from procurement, manufacturing, sale, and logistics, to usage, recycling, and disposal.
5. We at Ricoh wish each employee to be attentive to a broader range of social issues and mindful of enhancing environmental awareness through proactive learning processes, designed to commit the employee to environmental conservation activities according to his or her responsibility.
6. Coordinating closely with every country and region, we contribute to wider society, for whom we actively disclose information, participate, and assist in environmental conservation activities.

Established in Feb.1992 and revised in Oct. 2004

## Principles of the Environmental Reporting

In fiscal 2001, Ricoh established principles of environmental reporting, which comprise requisites for providing information useful to stakeholders when they make their decisions on sustainable environmental management. The environmental reporting is based on corporate accounting principles as no official principles or terminology have been developed for sustainable reporting.

1. The environmental reporting must contain true statements about companies' state of sustainable environmental management<sup>1</sup>.
2. The environmental reporting must fairly represent the results of all the sustainable environmental management activities<sup>2</sup>.
3. The environmental reporting must clearly represent the facts necessary for stakeholders not to misjudge the environmental impact of companies<sup>3 and 4</sup>.
4. The environmental reporting must continuously reflect the principles and procedures of basic data processing and representation methods every fiscal year and may not change those principles, procedures, and representation methods without good reason<sup>5</sup>.

Notes:

1. "Companies" refer to the Ricoh Group as a whole, Group companies, and/or their business sites, depending on the coverage and level of the report.
2. The avoidance of disclosing negative information shall not be regarded as a fair representation of all information.
3. The state of companies' environmental risk management shall be included in the information stakeholders use in decision making.
4. Significant subsequent events shall be described in the report. Subsequent events refer to events that occur during the period from the day after the reporting period ends to the date the report is completed. Such events may influence the state of companies' sustainable environmental management from the next fiscal year onward.

Examples of significant subsequent events are as follows:

- a) Critical damage caused by environmental pollutants and similar causes
- b) The announcement and implementation of large environment-related investment projects
- c) The assignment and transfer of significant environment-oriented business transactions
- d) Significant, controversial environment-related cases that arose or were solved
- e) The announcement of significant development in environment-oriented technologies

Subsequent events disclosed as notes are useful as supplemental information to determine the state of companies for future sustainable environmental management.

5. Ongoing applications may be cancelled only if there is good reason and it has been determined that environmental reporting would be more rational if it followed procedure or if there were changes in representation. "Good reason" includes significant changes in company management policies, business reorganization, drastic technological innovation, and amendments in and the abolition of relevant laws, regulations, and standards.