

Date of enactment: March 2009

## **Scope and requirement of regulations of Ricoh Group products made of wood**

### **[Purpose]**

From the perspective of conserving the global environment and protecting biodiversity, we have established these regulations to ensure that the wood used as raw material for Ricoh Group brand products and their accessories is procured legally and with consideration for the environmental and social sustainability of its area of origin.

### **[Scope of application]**

The scope of application will cover Ricoh Group brand paper products (PPC paper, thermal paper, etc.) and items accompanying Ricoh Group brand products that are made from wood (seals, manuals, packaging materials, cushioning materials, etc.).

### **[Requirements for Wood Raw Materials Provided by Suppliers]**

The Ricoh Group requires raw wood materials that are compliant with all the following clauses, (1) through (3).

- (1) Wood must have been verified to be legal at the time of production.
- (2) The wood must come from sustainably managed forests and have no adverse environmental or social impacts. In other words, the following conditions (i) to (iii) must be met.
  - (i) The wood must not have been derived from a forest with high conservation value (HCV: High Conservation Value) (\*1).
  - (ii) When producing wood, there must be no issues related to occupational safety, labor rights, illegal labor, etc. of the employees of the supplier.
  - (iii) When producing wood, agreements have been obtained from residents and indigenous people in the producing area, and there are no problems such as conflicts.
- (3) No wood has been procured from suppliers (\*2) with problems.

(\*1) High conservation value (HCV) means that the living organisms and ecosystems are rich in diversity and socially and culturally important. See here for definition.

(\*2) Suppliers that are currently causing serious problems regarding environmental and social aspects or have not been confirmed to have improved on past problems.

### **[Confirmation of Conformity with Requirements].**

The Ricoh Group requests suppliers of raw materials to provide information on their suppliers and information on the raw materials (country of harvest, information on compliance with laws and regulations, or FSC-certified PEFC certification, etc.) and confirm that they meet the requirements.

### **[Failure to meet requirements]**

When it is determined that a supplier does not meet the requirements or there is a risk that it will not meet the requirements, we will suspend transactions and/or collaboration with the supplier. However, if the supplier responds with corrective measures, we will give the supplier an opportunity to improve in a certain period of time and determine whether to continue transactions and/or collaboration with the supplier.