

Editorial Policy

We are committed to disclosing information in a timely and fair manner so stakeholders can learn about the Ricoh Group.

This integrated report aims to deepen our stakeholders' understanding of Ricoh Group efforts to increase long-term corporate value by producing and disclosing management policies and financial and ESG information.

By 2025, we strive to become a digital services company that connects workplaces and supports the creativity of workers. This year's report presents medium- to long-term value creation processes and initiatives and examples to achieve that goal.

We have reinforced comprehensive ESG disclosure through the Integrated Report, ESG Data Book, and website, and added a TCFD Report new for this year. We seek to gain stakeholder understanding and support about various aspects of our corporate activities while leveraging feedback to enhance our operations and corporate value.

Target readership

Current and future stakeholders of the Ricoh Group

Scope of coverage

Ricoh Company, Ltd., and its consolidated subsidiaries

Reporting period

This report covers fiscal 2020 (April 1, 2020 to March 31, 2021); however, some activities from fiscal 2021 are also included.

Editorial Structure

The Public Relations Department takes the lead in planning and developing the overall structure of the Integrated Report in collaboration with the IR/SR Department, ESG Strategy Department, and Business Planning Department, publishing it upon approval from the ESG Committee.

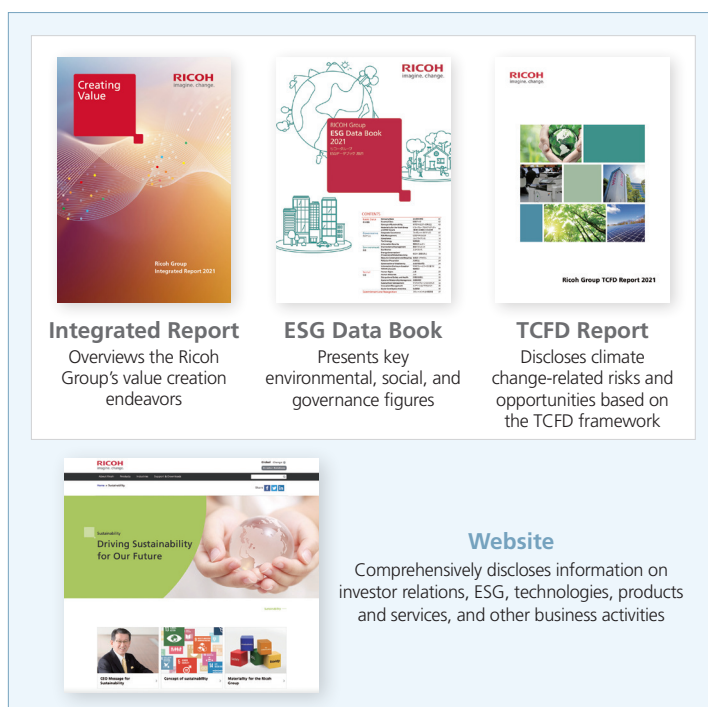
We drew on assistance from functional divisions and business units to produce the report. Also, the value creation process diagram was discussed with the president, directors, and other attendees in ESG Committee and other management-level meetings. Disclosure was based on approval from the ESG Committee and Disclosure Committee.

We are in the process of becoming a digital services company. We consider it important to not only to inform investors about efforts to enhance corporate value but also to foster understanding of how all Ricoh Group employees help create corporate value and contribute to social progress.

We compiled this report to convey Ricoh's commitment of all of our people to value creation, society and to embodying Fulfillment through Work.

Major Organizational Changes

None



Guidelines

The following guidelines have been used as reference to ensure topics are appropriately selected and organized:

- GRI Standards ¹
- The Japanese Ministry of the Environment's Environmental Reporting Guidelines 2018
- United Nations Global Compact Communication on Progress Policy
- International Integrated Reporting Framework
- Ministry of Economy, Trade and Industry's Guidance for Collaborative Value Creation

This version of the Integrated Report reflects suggestions from institutional investors and think tanks on improvements to the previous report.

¹ [WEB](#) Refer to our website: ¹ [GRI Standards](#)

