Ricoh Group's
Green Procurement Standards

July 13, 2026

(Version 16)

Ricoh Company.,Ltd.

Ricoh Group

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[Separate volumes]

Annex: Ricoh Criteria for Environmentally Sensitive Chemical Substances

Annex to Ricoh Criteria: List of chemical substances in articles subject to management [*]

Annex: Operation Manual of chemical substances in product information collection system (Pro Chemist/AS) [*]

*It is published on "Notification Information" for the suppliers who are ProChemist/AS users.

Separate volume: Ricoh Group CMS Guidelines & Annex

1. Introduction

A problem regarding environmental conservation is not something that can be solved by one human being, one company or even one nation. This problem will be never solved unless all of the nations, all of the companies and all of the human beings are provided with clear recognition of the problems that the Earth has today and start taking actions.

For the future of the Earth, we must continue our growth while solving many problems for Earth environmental conservation as the same time. Ricoh Group has been promptly establishing the system following ISO 14000 series, the international standard of environmental management system, as well as working on the following three themes: Resource conservation / Recycling, Energy conservation / Anathermal prevention, and Pollution prevention.

However, most of the products of Ricoh Group are produced by the connection with many suppliers. The environmental conservation activity inside of own company is not enough in order to develop the product with little environment impact in its entire product life cycle covering the collection of material resource, production/processing, distribution/sales, consumption/usage, and disposal/recycling. We seek to reduce our environmental impact and avoid environmental risk in cooperation with our suppliers by building a new partnership with them. We would like to ask for your continued support and cooperation as well as you're understanding.

Ricoh Company, Ltd.
Ricoh Group

2. Ricoh Group's Environmental General Plan and Green Partnership

■Environmental General Plan

Basic Policy

Ricoh Group not only recognizes the environmental conservation as a mission for us, global citizens, to fulfill, but also considers that the sustainable environmental activity is on the same axis where the business management activity is. Ricoh Group willingly takes responsibilities, then engages ourselves in the activities among the entire group companies as well.

Action Guidelines

1. Supreme goals
Not to mention compliance with legislation, we shall set up high goals in anticipation of expectations of the society, and create economic values through realization of those goals,

2. Development of environmental technology
We shall create customer values and promote the development of innovational environmental technology which will be widely utilized in the society.

3. Activities by participation of everyone
We shall identify environmental impact in every business activity and engage in ongoing improvement in preventing contamination and effective use of energy and resource by the participation of everyone.

4. Product lifecycle
In providing merchandises and services, we shall exert effort in reducing environmental impact in every step from procurement, production, sale, physical distribution, use, recycling and disposal

5. Raising awareness
Each individual shall broaden his/her views of the society and raise awareness by actively educating himself/herself and assume responsibility voluntarily to promote environmental conservation activities.

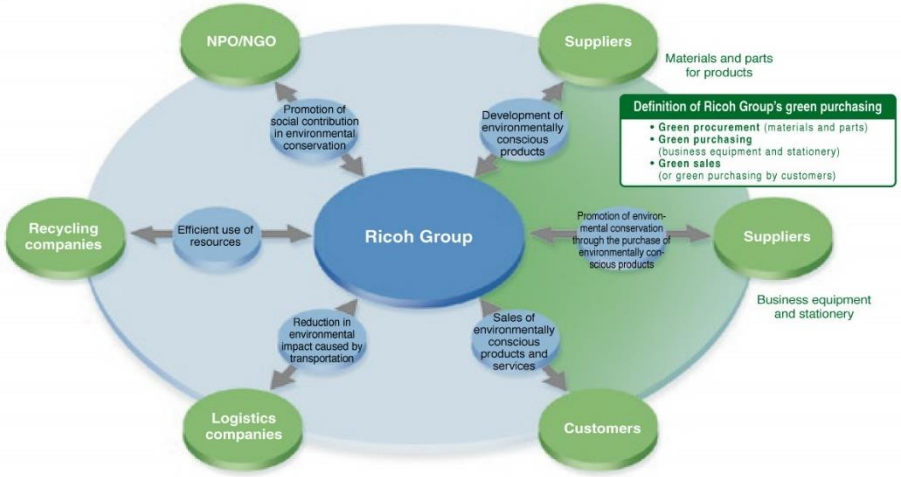
6. Social contribution
We shall contribute to the realization of sustainable society by participating in, and supporting environmental conservation activities

7. Communication
We shall develop environmental conservation activities in cooperation with stakeholders and win confidence of the society through engaging in active communication with the society.

■Green Partnership

To promote effective environmental conservation, it is important to make an effort in reducing the environmental impacts caused by "overall operations" through partnerships with suppliers and customers. For this purpose, it is necessary to establish, maintain, and improve partnerships that are beneficial to all parties. To contribute to the creation of a sustainable recycle-oriented society, we regard all parties involved in the operations of the Ricoh Group as green partners, and we, together with these green partners, are promoting effective environmental conservation.

Ricoh Group's Green Partnerships



3. Ricoh Group's Green Procurement Policy

The green procurement is defined as follows in Ricoh Group.

What is Green Procurement?

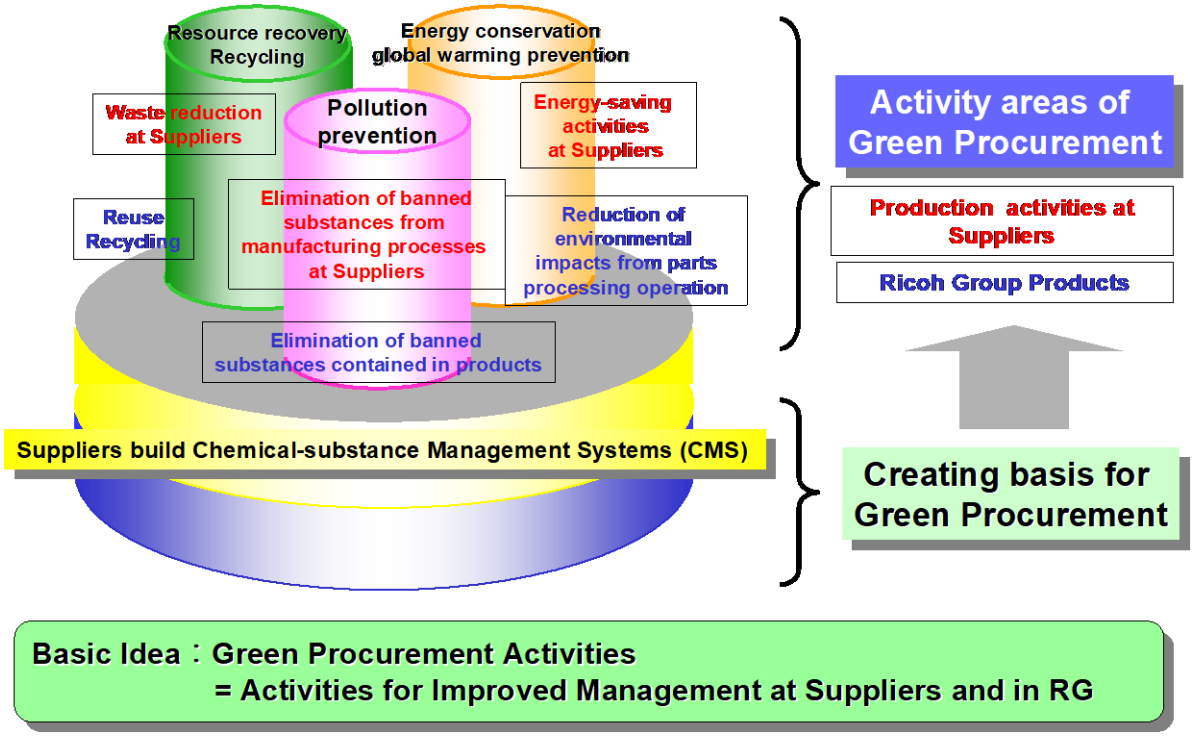
***Procure "products from the factory with advanced environmental conservation"**

***Procure "materials/parts/products with minimum environmental impact"**

In May 1998, Ricoh Group published "Green Procurement Guidelines (*)" and requested our suppliers to establish the environmental management system.
Ricoh Group considered that the environmental management system would become basics of everything upon promoting Green Procurement, and then has been putting the highest priority to it.
Today, every supplier for Ricoh Group completed establishing their environmental management system, and it is mandatory for new suppliers to establish the system.
Also in July 2002, "Green Procurement Standard" was newly established and published in order to procure raw materials / parts / products with less environmental impact. "Green Procurement Standard" has three core activities: "Pollution prevention", "Resources conservation / Recycling" and "Energy conservation / Anathermal prevention". There is detailed procurement standard established especially for "Pollution prevention". Therefore, the delivery of raw materials / parts / products to Ricoh Group always needs to follow this standard.
In addition, "Environmental Impact Information Audit (attached)" is being promoted regarding the chemical material contained with raw materials / parts / products. In addition, Ricoh Group newly started "Chemical substances in products information collection" activities in January 2009 in order to comply with EU REACH regulations.
From the results of establishing the environmental management system and pursuing the procurement of raw materials / parts / products not containing the environmental impact chemical material specified by Green Procurement Standard, Ricoh Group judged that the forming of system to control the product contained chemical covering the entire supply chain would be necessary. Then, the formation of Chemical-substances Management System has been requested to supplies in April 2004. With utilizing the advantage of this Chemical-substances Management System, it is possible to establish the system in short time and with low cost, based on the environmental management system including practical operation of chemical substances management.
As activities for Energy Conservation and Prevention of Global Warming, we will do our best to further reduce global warming gas emissions together with our suppliers.
Ricoh Group is willing to build up the "Green Partnership" with suppliers through the Green Procurements and pursues the effective and continuous environmental conservation activities.

*The title of "Green Procurement Guidelines" was revised to "Environmental Management System Guidelines" in March 2009.

[Target picture of Ricoh Groups' Green Procurement]



Basic Idea：Green Procurement Activities
= Activities for Improved Management at Suppliers and in RG

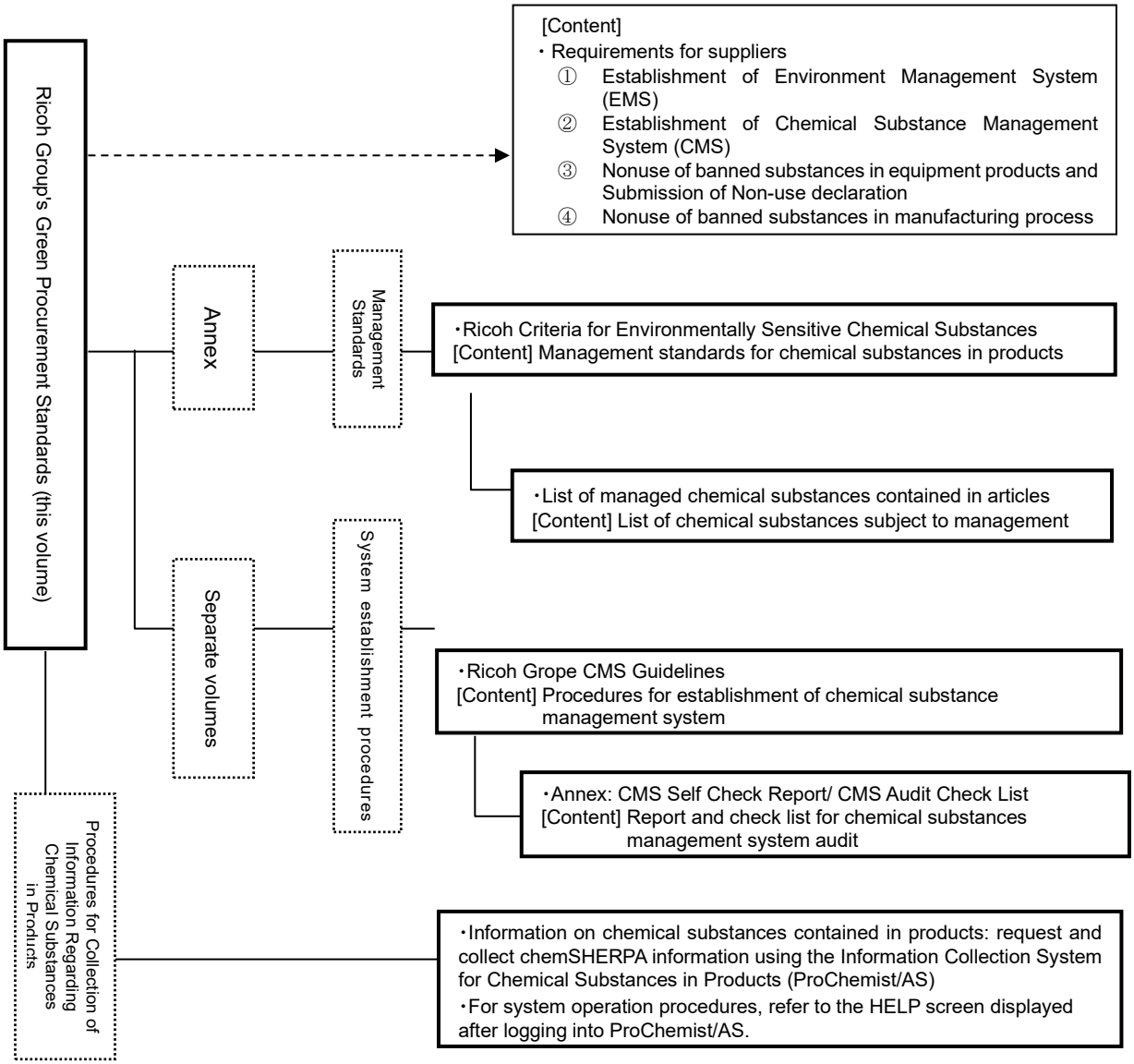
4. Green Procurement Standards Text

4.1 Regarding the composition and content of Green Procurement Standards Booklet

The following describes the composition and content of Green Procurement Standards Booklet.

◇Green Procurement Standards Booklet Composition Chart

*** In the title of each booklet, the portion of title, "Green Procurement Standards (Annex) or (Separate Volumes)" is omitted**.



4.2 Requirements for suppliers

When starting business transaction with suppliers, Ricoh Group makes it a practice to check if they meet the following mandatory Green Procurement requirements. Please submit necessary documents to each purchasing department's contact.

【Green Procurements Requirements】

1) Establishment of Environmental Management System (EMS*)
2) Establishment of Chemical-substances Management System (CMS*)
3) Nonuse of substances of which inclusion in products is banned and Submission of Non-use declaration

Note) With respect to ozone depleting substances, they must not be used in production processes either.

4) Nonuse of banned substances in manufacturing process

【Continuous Management Over the Requirements】

Continuous management is required over these requirements.

#	Requirements	Operation type	First time	Continuous management
1	Establishment of Environmental Management System	Third party EMS	○	Declarations from suppliers
		Environmental Written Oath	○	Voluntary activities (Verify activity status as needed)
2	Establishment of Chemical-substances Management System	Ricoh CMS	○	Renewal audit (every three years)※
		Other company	○	Verify renewal status depending on operation by relevant other company
3	Nonuse of substances of which inclusion in products is banned and Submission of Non-use declaration	Non-use declaration	○	Regular update (every 3 years)
4	Nonuse of banned substances in manufacturing process	Voluntary activities	By voluntary activities of suppliers	

*After the initial construction of the new system, the first effective period is set to be two years, and thereafter, the department in charge can assess the situation and extend the effective period to three years. The following shows the details of each requirement.

4.2.1 Establishment of Environmental Management System

■Establishment Conditions

Either acquiring one of the following certification systems, or engagement in an voluntary activities, is necessary to complete the establishment of Environmental Management System (hereinafter, referred to as EMS)

(1) Acquisition of a third-party certification institution EMS certification system

1) ISO14001
2) Responsible Care (RC / Japan Responsible Care Council)
3) EMAS (Europe)
4) KES Step 2 (The Miyako Agenda 21 Forum)
5) Eco-Action 21 (Institute for Global Environmental Strategies, Center for Sustainability (IGES-CfS) (Eco-action 21 Central Secretariat)
6) Eco Stage/Above Stage 1 (Eco Stage Institute)

For Stage 1, in addition to required items for certification, certification of the following items is required:

6-a. Environmental aspect
6-b. External communications
6-c. Preparation for and response to an emergency situation
6-d. Nonconformities and corrective and preventive measures

7) Michinoku EMS (The Tohoku Chamber of Environment)

(2) Submittal of “Pledge of Environmental Management Activity”

■Application Procedure

Submit "Registration to Establish the Environmental Management System" (P21).

If your company has not completed the establishment of EMS, the system establishment must be completed within one year after business started.

In the case where your company chose and implement/develop EMS voluntary activities, submit an “Pledge of Environmental Management Activity” at the same time.

4.2.2 Establishment of Chemical-Substances Management System (CMS)

■Establishment Conditions

Acquiring one of the following certification systems is necessary to complete the establishment of Chemical-substances Management System (CMS).

(1) Ricoh Group Chemical-substances Management System (CMS) certification system

(2) Other company’s Chemical-substances Management System certification system

(Note) At this time, Sony’s Environmental Quality Approval Program for green procurement activities Green Partner is only accepted.

■**Application Procedure**

Submit "Registration concerning CMS" (*) and "Status of Certification Systems at Business Establishments/Factories" (*).

If your company has not completed the establishment of EMS, the system establishment must be completed within one year after business started.

* For each submittal document, see separate volume “Ricoh Group Chemical Substances Management System Guidelines” in the following Applicable Standards

■**Applicable Standards**

* Ricoh Group Chemical Substances Management System Guidelines
・ Annex: CMS Self-check Report / CMS Audit Checklist

4.2.3 Nonuse of substances of which use in products is banned and Submission of Non-use declaration

Implement nonuse activities of substances whose use (inclusion) in products is banned, in light of individual specification requirements by Ricoh Group. On top of that, submit “Non-use declaration(*)“.

*The purpose of this document is let Ricoh group’s suppliers (including trading companies and sales companies) to declare as a company that they only provide products, parts and materials proven non-use of banned substances (conform Ricoh Group’s Green Procurement Standards) under strict control of their supply chain.

This is not similar to the certificates or testing reports, of no inclusion of banned substances, issued by manufactures for their individual and specific products or articles.

Concerning this declaration, specific form and how to fill it out will be communicated to potential suppliers before starting business with Ricoh group.

■**Applicable Standard**

* Green Procurement Standard Annex: Environmentally Sensitive Chemical Substances Management Standards
・ Annex: Environmentally Sensitive Chemical Substances, XX Devices and Products Volume
* Individual specifications / drawings, etc.
* Non-use declaration

4.2.4 Nonuse of substances banned from use in manufacturing process

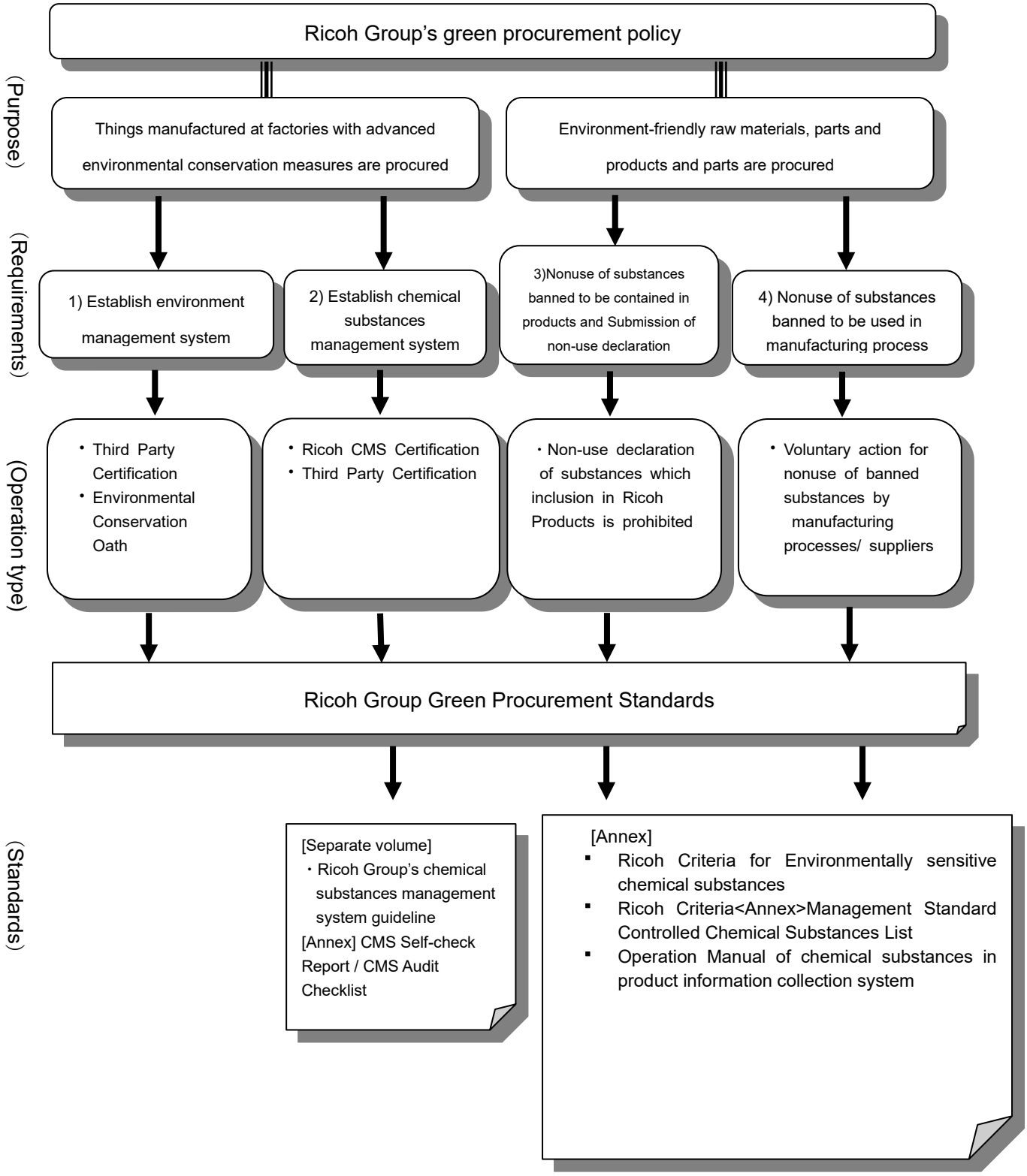
Suppliers are required to take voluntary action for nonuse of ozone depleting substances and chloric organic solvents.

■**Applicable Standard**

* Ricoh Group's Green Procurement Standards: 〈Annex〉Ricoh Criteria for Environmentally Sensitive Chemical Substances

【Flowchart: Green Procurement Requirements】

See the following flowchart that systematically explains each requirement of Green Procurement mentioned above.



4.3 Collection of information/investigation regarding chemical substances in products

Ricoh Group implements the individual collection of information regarding contained chemical substances, and environmental impact information survey for raw materials / parts / products being supplied, as well as Green Procurement requirements.

The survey will start accordingly as soon as the necessary procedure and infrastructure establishment is completed after the business started. Your cooperation will be highly appreciated.

See the following for the summary of the survey.

4.3.1 Collection of information regarding chemical substances in products

Ricoh Group requests to collect information on chemical substances contained in articles (*1) or substances/preparations that compose our products by using chemSHERPA provided by CMP Consortium (*2) and “ProChemist” a chemical substance management cloud service provided by NEC Corporation.

* Suppliers who have difficulty using chemSHERPA or ProChemist are requested to provide information using Ricoh's original format or through individual communication methods (e.g., email).

In order to develop environmentally friendly products, proper chemical substance management is essential, and timely and appropriate provision of information from our suppliers is indispensable. We kindly request your cooperation in this effort.

In addition, when any of the following events occur, please update the registered chemSHERPA information:

・When the chemical substances contained in delivered raw materials, parts, or products change due to material modifications, etc.

・When substances newly added to the chemSHERPA controlled substance list due to legal or regulatory revisions are found to be contained.

**Exceptions apply if full-material-disclosure (FMD) or equivalent information has already been submitted.*

The following list shows the main items of information to be collected.

1) Specified units (such as, part unit, mass unit, etc. specified by Ricoh Group)
2) Part mass
3) Information on materials (purpose of use, mass, etc.)
4) Information on contained chemical substances (CAS no., content ratio, etc.)

*1. An article refers to an object of specific shape, appearance or design provided during manufacture, which determines the functions in final use beyond that provided by its chemical composition. In the case of equipment products, component parts and consumable supplies that are intentionally attached to the products or the packaging materials, which remain with the final

products fall under this category. Of those, however, parts that are intentionally emitted are not articles because they are regarded as substances or agents. In the case of supplies, paper, ink ribbon, thermal paper, etc. fall under this category. Of those, however, parts that are intentionally emitted are not articles because they are regarded as substances or agents.

* 2. CMP (Chemical and Circular Management Platform) Consortium

■Applicable Standards

* Green Procurement Standards, Annex: Ricoh Criteria for Environmentally Sensitive Chemical Substances

* Ricoh Criteria: Article Management Standard Controlled Chemical Substances List of chemSHERPA [*3]

* Green Procurement Standards, Annex: Operation Manual of chemical substances in product information collection system (Pro Chemist/AS) [*3]

*3. It is published on "Notification Information" for the suppliers who are ProChemist/AS users.

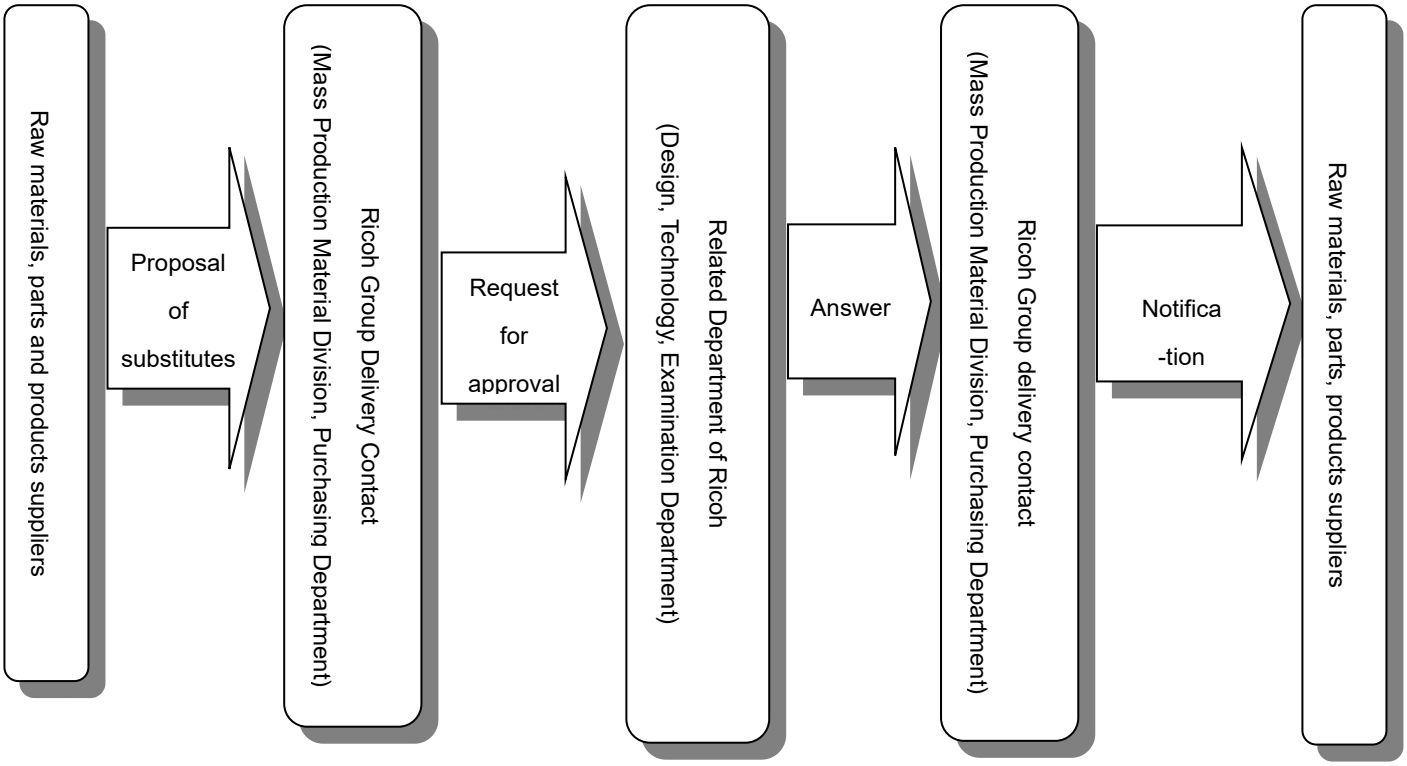
【Proposal and registration of substitutes】

When proposing substitutes for raw materials/parts/products, etc. which do not contain banned substances, suppliers are requested to submit necessary documents (e.g., letter requesting examination of parts), samples, measurement data, catalogue to Mass Production Material Department or Purchasing Department of Ricoh Group, which are the contacts for this.

Mass production materials department or Purchasing Department, following due procedure, send the document and samples to counter in charge of Ricoh Group, asking for their approval concerning the content of the proposal. After necessary evaluations are conducted in the related departments, notification of approval or non-approval is to be sent to the supplier from the contact departments by the delivery date of the answer.

See the following for substitute recommendation / registration flow.

■Flow of proposal and registration of substitutes



Revision history

Revision date	Edition	Revised Contents
July, 2002	Version 1.0	Initial Release (Japanese version)
Oct., 2002	Version 2.0	Correction in description (Japanese version) Release of English version and Chinese version
Apr., 2004	Version 3.0	1) Expansion in the scope of application to instruments and products IVImaging system products sector→Entire Ricoh Group brand products 2) The scope of application to parts, raw materials and units is specified. 3) Addition of banned substances in products IVTributyl Tin Oxide (TBTO) IVTributyl Tins (TBTs), Triphenyl Tins (TPTs) 4) Addition of permissible density (existence/content threshold) for banned substances in products 5) Specification of date to discontinue delivery of raw materials, parts and units containing banned substances in products, and specification of such substances 6) Addition and change of names of substances subject to controlled use in instruments and products ＜Added substances＞ ・ Tributyl Tin Oxide (TBTO) ・ Tributyl Tins (TBTs), Triphenyl Tins (TPTs) ・ Magnesium ・ Gold and Gold Compounds ・ Palladium and Palladium Compounds ＜Division of substances＞ ・ Chlorinated Paraffins⇒Short Chain Chlorinated Paraffins, Medium Chain/ Long Chain Chlorinated Paraffins ＜Changed names of substances＞ ・ Nickel Compounds⇒Nickel and Nickel Compounds ・ Fluorides⇒Fluorine and Fluorine Compounds 7) Proposal of substitutesIVRevision of registration flaw 8) Addition of “Management standards for chemical substances used in manufacturing process” 9) Addition of “Appendix: major laws and regulations/ voluntary standards at home and abroad that ban or restrict chemical substances used in products” 10) Revision of “Form1: Attestation to the nonuse of banned substances in products” 11) Addition of “Form2: Attestation to the nonuse of chloric organic solvents in manufacturing processes” 12) Addition of “Form3: Schedule to totally discontinue the usechloric organic solventsin manufacturing process” Addition of annex (separate volumes): Environmental impact information survey manual and Environmental impact information survey input manual
Nov., 2004		Establishment for error in writing correction
July, 2005	Version 4.0	1) Added requirement for suppliers. 2) Added definition of terms 3) Determined the double setting of the maximum density (content threshold) for nonuse substance for machinery product･･･The legal content threshold and the Ricoh content threshold 4) Determined the management level of parts / materials containing nonuse substances, and revised the delivery discontinuance schedule and the content object example 5) Table [Examples of contained substances whose intentional additions

		are allowed] and [Examples of contained substances with respect to packaging materials] 6) Added list of Ricoh Group where standard is applicable 7) Re-edit the total document structure 8) Added e-mail address to contact
Dec., 2006	Version 5.0	* A part text of Green Procurement Standards (Ricoh criteria for chemical substances used in products) was extracted, and established afresh as "Annex: Environmentally Sensitive Chemical Substances, Imaging Devices and Products Volume" This volume of Green Procurement Standards covers requests to suppliers and Ricoh criteria for the use of chemical substances in manufacturing process, and is revised as the Fifth Edition. The following indicates the content of this volume of the Fifth Edition. 1) P5: Composition and Content of Green Procurement Standards Booklet is newly added. 2) P6: Requests to suppliers ① Change in the name of mandatory requirements ・Nonuse of substances banned from being contained in products → Nonuse of banned substance banned from being used in products ・Nonuse of banned substances in manufacturing process →Nonuse of chloric organic solvents ② "Michinoku EMS" is added to the Third Party Certification System in the EMS establishment conditions 3) P17～: Replaced attached sheets 1, 2, 4, 5 4) P26: Changed phone and FAX numbers for inquiries
Apr., 2008	Version 6.0	1) P4: Partially changed Ricoh Group Green Procurement Policy. 2) P5: Added "Environmentally Sensitive Substance Analysis Guide" to the booklet composition of the Ricoh Group's Green Procurement Policy. 3) P6: Changed the booklet composition chart of the Ricoh Group's Green Procurement Policy. 4) P7: Added Eco Stage/Stage 1 to composition conditions for establishment of the Environmental Management System (EMS) 5) P8: Added Sindoricoh to the Chemical substance Management System (CMS) certification system of other companies. 6) P16: Partially revised the list of Ricoh Group companies. 7) To avoid overlaps, the following forms were removed from this edition of Ricoh Group's Green Procurement Guidelines. ・ Registration to Establish the Environmental Management System (EMS) ・ Attestation to the Environmental Conservation Activities ・ Letter of Intent to Establish the Environmental Management System (EMS) 8) To avoid overlaps, the following forms were removed from this edition of Ricoh Group Environmental and Chemical Safety Information System Guidelines. ・ Registration to Establish the Ricoh Environmental and Chemical Safety Information System (RECSIS) ・ Status of Certification Systems at Business Establishments/Factories ・ Letter of Intent to Establish the Ricoh Environmental and Chemical Safety Information System (RECSIS) 9) Changed telephone number of contact.

Mar., 2009	Version 7.0	1. Reasons for the revision In accordance with the implementation of EU REACH regulations, we reviewed banned substances and contained substances subject to management, as well as EMS certification program, and revised them accordingly. 2. Main details of the revision 2.1 Contents and style (P.1 -) (1) Abolished “Attestation to the nonuse of banned substances in products of Ricoh Group” and “Attestation to the nonuse of chloric organic solvents in manufacturing processes”, because the content of the former can be realized by individual specification requirements, and the latter will be implemented as a voluntary activity of suppliers. Accordingly, revised related items, such as contents and requirements, and deleted the forms for document submittal. (2) Added newly established and issued Annexes: the List of Contained Chemical Substances; Operation Manual of chemical substances information collection system; and AIS Preparation Guidance. Also recorded these Annexes in the Composition of the Booklets, and Applicable Standards, etc. in the following sections. (3) Incorporated EMS Guidelines and CMS Guidelines into the system of this booklet, as separate volumes. Also, added these guidelines to the composition and flow chart of the booklets. (4) Replaced the phrase, “substances whose uses are banned, regulated or controlled” with “substances whose inclusion is banned, regulated or controlled” in the entire text, except for the description of banned substances in manufacturing process. 2.2 II. Environmental General Plan and Green Partnership (P.3) (1) Revised the content in accordance with the revision of Ricoh Group Environmental Action Guidelines. 2.3 III. As regards Ricoh Group’s Green Procurement Policy (P.4) (1) Added the start of “Chemical substances in products information collection” activities to comply with EU REACH regulations. (2) Added that the title of “Green Procurement Guidelines” was revised to “Environmental Management System Guidelines” 2.4 IV. Green Procurement Standards Text (P. 5 -) (1) IV.2. Added the verification procedures in [Continuous Management Over the Requirements] to define operation types. (2) IV.2.1.(3)Added/indicated voluntary activities by submittal of Environmental Conservation Oath to the section IV.2.1.(3), Application Procedure, and Flowchart: Green Procurement Requirements. (3) In accordance with the change of Sindo Ricoh to Sindo Co., Ltd, replaced the former with the latter in the explanation of acquisition of Other Company’s CMS Certification in section IV.2.2.(2). (4) Clearly stated that Nonuse of banned substances in products in section IV.2.3.is an activity based on individual specification requirements by Ricoh Group, and removed the requirement of submittal of certificate. (5) Clearly stated that Nonuse of chloric organic solvents in manufacturing process in section IV.2.4.is a voluntary activities of suppliers, and removed the requirement of submittal of attestation of nonuse. (6) Added section IV.3. to cover description of Collection of information on contained chemical substances. Since ongoing environmental impact information survey will be continued, it is left as section IV.3.2. (7) Covered the overview of collection of information on contained chemical substances in section IV.3.1, and the issue of annex as applicable standards (issue of annex is also added to the structure

		and systematic flow chart of the booklets). (8) Changed the expression in IV.4.1. to “inclusion and uses”, since inclusion is also banned. (9) Moved [Flowchart: Green Procurement Requirements]and [Proposal and registration of substitutes] to the end of the text, respectively. (10) In the Ricoh Group Company List, deleted Ricoh Dianzhuang(Shenzhen) Electronics Co., Ltd from China, and added Ricoh Manufacturing (Thailand) Ltd. in Thailand. (11) Deleted Table 1, and indicated that the detailed list is covered in the Annex.
Mar., 2010	Version 8.0	1. Background of revision The revision was made due to changes in banned substances (transfer to the Annex), etc. 2. Main details of the revision (1) Item IV.1.1. in Section IV.1. was deleted. The content of the booklets was covered in the booklet composition chart, aggregating the covered items. (P.5) (2) AIS Preparation Guides was added as Annex to AIS Preparation Guidance in the booklet composition chart. (3) In Requirements to suppliers in (4) in Section IV.2. and its continued management, “chloric organic solvents in manufacturing process” was categorized as “substance of which use in manufacturing process is banned”. The same wording was used for Section IV.2.4. in which the applicable standard is specified as Annex: Ricoh Criteria for Environmentally Sensitive Chemical Substances. (P.6-7) (4) In the continued management of requirements in this section, the third party EMS is specified as declaration from suppliers. (5) In Section IV.3.1., Ricoh Group’s policy of compliance with laws and regulations, etc. was explicitly stated based on the policy of JAMP. (P.8) (6) Section IV.4., the list of banned substances from use in manufacturing process, was removed from this volume and moved to Annex: Ricoh Criteria for Environmentally Sensitive Chemical Substances. (7) Yamanashi Electronics (Thailand)Co., Ltd. (Subsidiary of Yamanashi Electrics Co., Ltd.) was added to the list of Ricoh Group companies. (P.15)
Feb., 2012	Version 9.0	1. Background of revision Formally finish Environmental Impact Information Survey (43subsances survey) which had been conducted before, unifying AIS provided by JAMP（Japan article management Promotion-consortium) with MSDS plus survey, conducting revision of green procurement standards. 2. Main revision (1) Summarizing the content of appendix and booklets (2) Deleted the booklet composition chart of the Ricoh Group’s Green Procurement Standards, Environmental Impact Information Survey manual and Environmental Impact Information Survey input manual (3) Accordingly, the content was revised due to above (2) related items changed (4) Deleted Ⅳ.3.1. Environmental Impact Information Survey (P.8) (5) Changing Ricoh criteria to list of chemical substances in articles subject management (P.10) (6) Deleted manual (2) of [Applicable Standards] flowchart of Green Procurement Standards and AIS Preparation Guides
Jan., 2017	Version 10.0	1. Background of revision Clearly state “submission of Non-use declaration of substances which

		inclusion in Ricoh Products is prohibited” is an item required for suppliers. 2. Main revision (1) Revised Issuer Name and function (P.2) (2) Stating “Submission of non-use declaration” as required item to suppliers (P.5, 6, 7, 8 and 9) (3) Added an description of Non-use declaration (P.7) (4) Changed revision timing from annual to at appropriate timing.(P.14) (5) Updated Ricoh Group Company List (P.16)
Sep., 2018	Version 11.0	1. Background Relevant parts were revised in accordance with switching of controlled chemical substance information transmission tool (AIS →chemSHERPA). 2. Main points of revision (1) Changed the name from AIS to chemSHERPA (2) Deleted AIS related documents (3) Added "Registration to Establish the Environmental Management System" (P17).
Dec., 2021	Version 12.0	1. Background of revision Review “Non-use declaration of substances which inclusion in Ricoh Products is prohibited” on a regular basis. 2. Main points of revision Change a rule to revise “Non-use declaration of substances which inclusion in Ricoh Products is prohibited” from every 2 years to every 3 years
Aug., 2023	Version 13.0	1. Background of revision every twe→three year 2. Main points of revision 4.2. Requirements for suppliers Renewal audit (every three years)※ ※After the initial construction of the new system, the first effective period is set to be two years, and thereafter, the department in charge can assess the situation and extend the effective period to three years.
June, 2025	Version 14.0	1. Background of revision The description regarding the collection of information on chemical substances contained in products was reviewed. 2. Main points of revision (1) The “Collection of contained chemical information” attached to ‘Annex’ in the Green Procurement Standards booklet structure chart has been moved to the bottom of the Ricoh Group Green Procurement Standards Booklet, and the description of the procedure has been changed to “Procedures for Collection of Information Regarding Chemical Substances in Products”. (2) Information collection using chemSHERPA is specified in “4.3.1 Collection of information regarding chemical substances in products”.
February, 2026	Version 15.0	1. Background of revision The description regarding the collection of chemical substance information contained in products has been reviewed, and Ricoh Group Company List has been updated. 2. Main points of revision ・The description was revised to reflect the organizational change from JAMP to the CMP Consortium. ・The timing for suppliers to update information on contained chemical substances was clearly specified. ・The placement of the flow related to Green Procurement Requirements was adjusted. ・Ricoh Group Company List (Scope of application of this Green Procurement Standard) was updated.

July, 2026	Version 16.0	1. Background of revision Ricoh Group Company List has been updated. 2. Main points of revision ・Ricoh Group Company List (Scope of application of this Green Procurement Standard) was updated.

*This standard is subject to review at appropriate timing based on legal trend, our company direction, etc. When revision occurs as the result of review, the update will be notified on online bulletin board and the latest edition will be released on Ricoh website. (Ricoh Environmental Management Website).

«URL Address»

* RICOH website : https://jp.ricoh.com/

* GreenProcurementStandards : https://jp.ricoh.com/environment/guideline/

◇Ricoh Group Company List (Scope of application of this Green Procurement Standard)

Among the consolidated subsidiaries, the companies specified by the issuer are listed.

Japan	Ricoh Company., Ltd.
	Hasama Ricoh , Inc.
	Ricoh Industry Company, Ltd.
	Ricoh Creative Service Co., Ltd.
	Ricoh Elemex Corp.
	ETRIA Co., Ltd.
	ETRIA Manufacturing Japan Co., Ltd.
	Ricoh PFU Computing Co., Ltd. *1
China	Ricoh Manufacturing (China) Ltd
	Shanghai Ricoh Digital Equipment Co., Ltd.
Thailand	Ricoh Manufacturing (Thailand) Ltd.
	Yamanashi Electronics (Thailand) Co., Ltd
Europe	Ricoh UK Products Ltd.
	Ricoh Industrie France S.A.S.
Americas	Ricoh Electronics, Inc.
	ETRIA MANUFACTURING USA INC.

*1 Applicable to procurement operations of the former Ricoh Industrial Solutions Co., Ltd.

The list is subject to change without notice.

RICOH

Form 1

20180301ver.

Registration for the Establishment of Environmental Management System

Date of creation:

Company name: Company seal

Name of person responsible for environmental management: Signature

Our company will promote environmental activities in the following manner. (Check □ of applicable item)

□ Our company has already acquired, or is in the process of acquiring a third party certification.
〔Name of target site: 〕
□ Already acquired (Date of acquisition:)
Certification institution's Website URL:
(If it is published in the website of the certification institution)
□ In the process of acquisition
(Expected acquisition date:)

*If your company has already acquired a third party certification and it is published in the website of the certification institute, please indicate the applicable URL. If it is not published in the website, submit a copy of the certificate of registration. If your company is in the process of acquiring a third party certification, submit a plan for the establishment of environmental management system (form is optional) as well.

[Third party certification institution, from who your company has already acquired/is in the process of acquiring a third party certification]
〔Name of institution: 〕
〔Name of certification 〕

* You may enter the name of third party certification (such as ISO14001, EA 21) only if it is recognized by the Ricoh Group. See Green Procurement Standard for the details.

□ Our company will implement/develop voluntary activities by submitting a written oath on environmental conservation activities.

*Your "personal information" will be kept strictly confidential except for use related to the operation of Green Procurement. Please fill this form with our consent.

Form 2

RICOH

Ver.20220101

Pledge of Environmental Management Activities

We will comply with the following environmental management activities.

[Article 1] (Compliance with environment-related laws and regulations)
We extract and comply with the requirements of environment-related laws and regulations that apply to our business activities.

[Article 2] (Reduction of environmental impact)
To realize a sound material-cycle society, we will strive to reduce the environmental impact and prevent pollution by reducing the amount of energy used and the amount of waste discharged by our company.

[Article 3] (Confirmation of supplier's environmental management system certification acquisition status and procurement activities)
When we purchase and procure parts or materials, we will confirm whether the supplier has obtained the certification of the environmental management system of a third party. In addition, we will proceed with procurement from suppliers who have acquired environmental management system certification to the extent possible.

[Article 4] (Disclosure of environmental management activities)
We will present a record of activities if requested in advance for the matters described in Articles 1, 2 and 3.

[Article 5] (Term)
The validity period of this pledge shall be three years from the date of signature. However, unless otherwise indicated, it shall be extended for another year, and the same shall apply thereafter.

[Article 6] (Declaration obligation)
If there is a change in the company name, location, representative, etc. of the items described in this pledge, we will promptly notify you.

By: _____

Name : _____

Title: _____

Company Name: _____

Your “personal information” described in this document will not be used for anything other than green procurement-related work.

【Contact information】
RICOH Professional Service Division,
Green Procurement Secretariat :
Email：green_jimukyoku@jp.ricoh.com

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