

14 July 2025  
Opinion No : SGS25/114

Mr. Akira Oyama  
President and CEO  
Ricoh Company, Ltd.  
3-6, Nakamagome 1-chome, Ohta-ku, Tokyo

SGS Japan Inc. (hereinafter referred to as "SGS") has conducted a limited assurance engagement on the Sustainability and Social Data for the fiscal year 2024 indicated with  (hereinafter referred to as "the Statement") in Sustainability and Social Data Calculation Report (hereinafter referred to as "Calculation Report") prepared by Ricoh Company, Ltd. (hereinafter referred to as "the Organization") based on their request.

### The Organization's Responsibility

The Organization is responsible for preparing the Statement in conformance with the calculation and reporting standards (hereinafter referred to as "the Organization's Criteria," described in Calculation Report) adopted by the Organization. The calculation of GHG emissions is inherently uncertain due to the incomplete scientific knowledge required to determine emission factors and the numerical data, for combining emissions of different gases.

### Our Independence and Quality Control

SGS has complied with the Code of Ethics for Professional Accountants issued by the International Ethics Standards Board for Accountants, which includes independence and other requirements based on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality, and professional behavior.

In accordance with International Standard on Quality Control 1-8, we maintain a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards, and applicable legal and regulatory requirements.

### Our Responsibility

Our responsibility is to express a limited assurance conclusion on the Statement based on the procedures performed and the evidence obtained.

SGS has performed the limited assurance engagement in accordance with International Standard on Assurance Engagements (ISAE) 3000 "Assurance Engagements Other than Audits or Reviews of Historical Financial Information" and ISAE 3410 "Assurance Engagements on Greenhouse Gas Statements."

The procedures performed by SGS are based on our professional judgment and include the following:

- Evaluation of the appropriateness and inquiries regarding the Organization's Criteria used to measure, aggregate, calculate, and report the Statement.
- Verification that the Statement and the underlying records are consistent.
- Inquiring about the calculation method and the status of internal controls over the Statement.
- Analytical procedures and inquiries regarding quantitative data.
- On-site inspection of Fukui Plant and PFU Limited Headquarters/Ishikawa Development Center.
- Assessment of the Organization's Criteria to develop estimates were appropriate and consistently applied.

(This does not include testing the data underlying the estimate or developing independent estimates to evaluate the estimate.)

The procedures performed in a limited assurance engagement vary in nature from and are less in scope than, those performed in a reasonable assurance engagement.

As a result, the level of assurance obtained in a limited assurance engagement is lower than what would have been obtained if a reasonable assurance engagement had been performed.

### Limited Assurance Conclusion

Based on the procedures performed and evidence obtained by us, nothing has come to our attention that causes us to believe that the Statement in Calculation Report is not prepared in conformance with the Organization's Criteria in all material respects.

### For and on behalf of SGS Japan Inc.

Yokohama business Park North Square I  
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Business Assurance  
Head of Certification/Accreditation  
Yuji Takeuchi

Sustainability and Social Data Calculation Report

1. Period Covered by the Verification

From April 1, 2024 to March 31, 2025

2. Calculation Results Note: The Scope 1, 2, and 3 emissions data were calculated in accordance with the GHG Protocol.

Calculation target		Calculation Boundary	Calculation Methodology / Definition of Calculation Target	Numerical Value	※1
Scope1	Scope1 : Energy related CO2	The Ricoh Group	Calculated by Activity × CO2 emission factor The amount of activity is measured for each item in accordance with the GHG Protocol. CO2 emission factors are based on the GHG Protocol's emission factors by energy, and Japan's emission factors are based on the emission factors for each activity in the list of calculation methods and emission factors in the calculation, reporting, and publication system (December, 2023).	95.5 1,000t-CO <sub>2</sub>	☑
	Scope1 : Non-energy related greenhouse gas emissions(CO2 equivalent) and CO2 by solvent combustion *Limited to gas which be used for production and R&D *Including PFCs *Solvents are toluene	Ricoh Company, Ltd. and domestic and overseas production sites(7 companies, 10 sites)	Calculated by the emission factor (CO2 equivalent*) × the amount of chemical substances released into the atmosphere. *Calculated by multiplying the global warming potential for each greenhouse gas Emissions into the atmosphere are calculated from the material balance in accordance with the PRTR concept. Emission factors are based on the emission factors for each substance in the calculation method and emission factor list in the calculation, reporting, and publication system (December 5, 2023).  (PFCs)	2.3 1,000t-CO <sub>2</sub>  0.5 1,000t-CO <sub>2</sub>	☑  ☑
	Total (Scope1)	The Ricoh Group	Energy related CO2 + Non-energy related GHG (CO2 equivalent) and CO2 by solvent combustion	97.8 1,000t-CO <sub>2</sub>	☑
	Total energy	The Ricoh Group	Calculated by amount of activity × standard calorific value. The amount of activity is measured for each item in accordance with the GHG Protocol. In Japan, standard calorific value are based on "Appendix 1 Unit, calorific value for each fuel type" in the list of calculation methods and emission factors in Calculation,Reporting, and Publication System (December 5, 2023) and the unit calorific value of steam in the instructions for the Act on Rationalizing Energy Use. The standard calorific value of electric energy is 3.6 GJ/MWh. For overseas, the unit calorific value of the fuel type of the GHG Protocol Emission Factor is used.	3,243 TJ	☑
Scope2	Market-based	The Ricoh Group	Calculated by electricity consumption × CO2 emission factor. Emission factors for purchased electricity in Japan are based on emission factors by electric utility company (for calculating greenhouse gas emissions of specified emitters) - R5 results - R7.3.18, which provide emission factors for each menu of electric utility company, published by the Ministry of the Environment and the Ministry of Economy,Trade and Industry. Emission factors for overseas countries are IEA_Emission_Factors, Emission factors from "CO2KWH ELE" sheet, 2024 edition, 2022 figure. For emission factors for some bases in Europe and the U.S., refer to the list of emission factors in the relevant countries. For steam, we use the GHG Protocol's energy-specific emission factors.	98.8 1,000t-CO <sub>2</sub>	☑
	Location-based	The Ricoh Group	Calculated by electricity consumption × CO2 emission factor. Emission factor is IEA_Emission_Factors "CO2KWH ELE" sheet, 2024 edition, 2022 figure.	198.7 1,000t-CO <sub>2</sub>	☑
Total (Scope 1 and 2)	Total (Scope 1 and 2)	The Ricoh Group	Scope1 emission+Scope2 (Market based) emission	196.6 1,000t-CO <sub>2</sub>	☑
Electric power used	Total electricity	The Ricoh Group	Total amount of electricity purchased from each electric power company, amount of cogeneration electricity, amount of in-house generated electricity (other than renewable energy), and amount of renewable energy	468,803 MWh	☑
	Renewable electricity	The Ricoh Group	Electricity derived from renewable energy that meets RE100 standards Total of purchased renewable electricity, PPA, renewable energy certificates, and in-house power generation (renewable energy)	202,629 MWh	☑
	Renewable energy ratio	The Ricoh Group	Electricity derived from renewable energy ÷ Total electric power	43.2 %	☑
Scope 3	Category1 : Purchased goods and services	The Ricoh Group (Ricoh products are eligible, including indirect procurement)	The emissions are emissions are calculated using different approaches for direct and indirect procurement. For direct procurement, the amount of input resources is calculated from the sales and production quantities of products and supplies, and this is multiplied by the emission intensity for each resource. The emission intensity is based on AIST's "AIST-IDEA" Ver. 3.5 and the JLCA-LCA Database FY2024, 4th edition. For indirect procurement, the total payment amount recorded in Ricoh Group's domestic purchasing system is used as the activity data, and emissions are calculated by multiplying the payment category by the corresponding emission intensity. The emission intensity is based on AIST's "AIST-IDEA" Ver. 3.5.	1,076 1,000t-CO <sub>2</sub>	☑
	Category4 : Upstream transportation and distribution	The Ricoh Group (for Ricoh products)	The emissions are calculated based on transportation distance and weight data obtained from transportation contractors for each mode of transportation, and the emission intensity of the ton-kilometer method using the "Joint Guidelines for CO <sub>2</sub> Emissions Calculation Methods in the Logistics Field" Ver. 3.2 (Ministry of Economy, Trade and Industry; Ministry of Land, Infrastructure, Transport and Tourism), and the "GLEC Framework" Ver. 3.1 (Smart Freight Centre). Areas for which ton-kilometer data is not available are calculated by multiplying the transportation-related costs (transportation costs, cargo handling and storage costs) collected in-house by the emissions intensity based on the Input-Output Table, 3EID NIES (2015).	221 1,000t-CO <sub>2</sub>	☑

	Category11 : Use of sold products	The Ricoh Group (for Ricoh products)	The emissions are calculated by multiplying the product's sales quantity by the amount of electricity used during its lifecycle, and then by the power emission factor based on the product's destination. For domestic calculations, the emission factors are based on the FY2023 CO <sub>2</sub> emissions published by the Council for a Low Carbon Society in the Electric Power Industry. For overseas, the emission factors are taken from the "Summary" sheet of the IEA Emission Factors Light Version, 2024 edition, using 2022 data.	170	1,000t-CO <sub>2</sub>	☑
	Scope3 total	The Ricoh Group (Rico products are eligible, including indirect procurement)	Total of Scope 3 reduction target categories 1, 4, and 11	1,467	1,000t-CO <sub>2</sub>	☑
Water	Water withdrawal	The Ricoh Group, including Ricoh Co., Ltd., comprises 37 companies operating 368 sites both in Japan and overseas.	Total of tap water, industrial water, groundwater, river/pond water, and rainwater	3,273	1,000m <sup>3</sup>	☑
	Water discharge	The Ricoh Group, including Ricoh Co., Ltd., comprises 37 companies operating 368 sites both in Japan and overseas.	Wastewater volume, including discharges to service water(e.g., rivers), sewer systems, ocean or subsurface, and beneficial(reused) wastewater	2,410	1,000m <sup>3</sup>	☑
	Reused / recycled volume	The Ricoh Group, including Ricoh Co., Ltd., comprises 37 companies operating 368 sites both in Japan and overseas.	Total volume of internally reused water after being used once	206	1,000m <sup>3</sup>	☑
Waste	Total amount of waste generated	The Ricoh Group's production sites in Japan and overseas, covering 29 companies and 61 sites, are included. For Ricoh and Etria, both production and non-production sites are encompassed.	Total volume of by-products—including valuable materials, general waste, and industrial waste—generated from business activities and released off-site	53,835	t	☑
	Final disposal amount	The Ricoh Group's production sites in Japan and overseas, covering 29 companies and 61 sites, are included. For Ricoh and Etria, both production and non-production sites are encompassed.	Total amount of direct landfill and landfill of intermediate treatment residues	176	t	☑
	Amount of resource recovered(recycled/reused)	The Ricoh Group's production sites in Japan and overseas, covering 29 companies and 61 sites, are included. For Ricoh and Etria, both production and non-production sites are encompassed.	Quantity of waste reused or recycled (material/chemical), excluding waste subjected to incineration or landfill	43,271	t	☑
VOC ※20 substances designated by the four major Japanese electrical and electronics industry associations	Amount used	The Ricoh Group's production sites in Japan and overseas (20 companies and 25 sites)	Total volume of new material inputs *Applies to business sites that handle 1 ton or more per year of each substance	2,986	t	☑
	Air discharged Emissions	The Ricoh Group's production sites in Japan and overseas (20 companies and 25 sites)	Amount Emitted into the Atmosphere *Applies to business sites that handle 1 ton or more per year of each substance	805	t	☑
New resource usage rate for products		Target: copiers/multifunction devices, printers, digital printers	Proportion of new resource usage to total resource input	78.3	%	☑
New resource usage for products		Target: copiers/multifunction devices, printers, digital printers	New resource usage (amount of new resources extracted from the earth)	66,797	t	☑
Percentage of female workers in management positions	Ricoh Co.,Ltd	Ricoh Co., Ltd. As of April 1, 2025	Percentage of women in managerial positions (excluding executives) as of April 1, 2025	8.7	%	☑
	Ricoh Group (Japan)	Domestic Ricoh Group including Ricoh Co.,Ltd as of April 1, 2025	Same as above	8.4	%	☑
	Ricoh Group (Global)	Ricoh Group as of April 1, 2025 *2	Same as above	17.2	%	☑
Percentage of female workers in executive management positions	Ricoh Co.,Ltd	Ricoh Co., Ltd. As of April 1, 2025	Percentage of women in seniormanagement positions (managerial positions above the position of section manager, excluding executives) as of April 1, 2025	5.1	%	☑
	Ricoh Group (Japan)	Domestic Ricoh Group including Ricoh Co.,Ltd as of April 1, 2025	Same as above	3.9	%	☑
	Ricoh Group (Global)	Ricoh Group as of April 1, 2025 *2	Same as above	14.9	%	☑
Gender pay gap	All employees (Ricoh Co.,Ltd)	Ricoh Co., Ltd. As of Mar 31, 2025	The average annual wage of all female employees divided by the average annual wage of all male employees.Wages include basic salary, overtime pay, bonuses, etc., and exclude retirement allowances, commuting allowances, etc. * In accordance with the publication of information on the difference in wages between men and women based on Act on the Promotion of Women's Active Engagement in Professional Life	80.6	%	☑
	All employees (Japan)	Domestic Ricoh Group including Ricoh Co.,Ltd as of Mar 31, 2025	Average value obtained by dividing the average annual wage of all female employees of Group companies in Japan by the average annual wage of all male employees including Ricoh Co.,Ltd,	78.8	%	☑
	All employees (Global)	Ricoh Group as of Mar 31, 2025 *3	Average value obtained by dividing the average annual wage of all female employees of Group companies by the average annual wage of all male employees including Ricoh Co.,Ltd,	93.9	%	☑
	Regular employees (Ricoh Co.,Ltd)	Ricoh Co., Ltd. As of Mar 31, 2025	The average annual wage of regular female employees divided by the average annual wage of regular male employees. Wages include basic salary, overtime pay, bonuses, etc., and exclude retirement allowances, commuting allowances, etc. * In accordance with the publication of information on the difference in wages between men and women based on Act on the Promotion of Women's Active Engagement in Professional Life	78.6	%	☑
	Regular employees (Japan)	Domestic Ricoh Group including Ricoh Co.,Ltd as of Mar 31, 2025	Average value obtained by dividing the average annual wage of regular female employees of Group companies in Japan by the average annual wage of regular male employees including Ricoh Co.,Ltd,	78.1	%	☑
	Regular employees (Global)	Ricoh Group as of Mar 31, 2025 *3	Average value obtained by dividing the average annual wage of regular female employees of Group companies by the average annual wage of regular male employees including Ricoh Co.,Ltd,	91.1	%	☑
	Non-regular employees (Ricoh Co.,Ltd)	Ricoh Co., Ltd. As of Mar 31, 2025	The average annual wage of non-regular female employees divided by the average annual wage of non-regular male employees. Wages include basic salary, overtime pay, bonuses, etc., and exclude retirement allowances, commuting allowances, etc. *In accordance with the publication of information on the difference in wages between men and women based on Act on the Promotion of Women's Active Engagement in Professional Life	84.8	%	☑
	Non-regular employees (Japan)	Domestic Ricoh Group including Ricoh Co.,Ltd as of Mar 31, 2025	Average value obtained by dividing the average annual wage of regular female employees of Group companies in Japan by the average annual wage of regular male employees including Ricoh Co.,Ltd,	79.7	%	☑
	Non-regular employees (Global)	Ricoh Group as of Mar 31, 2025 *3	Average value obtained by dividing the average annual wage of regular female employees of Group companies by the average annual wage of regular male employees including Ricoh Co.,Ltd,	91.9	%	☑
	Executive base salary (Ricoh Co.,Ltd)	Ricoh Co., Ltd. As of Mar 31, 2025	Average annual base salary of female executives divided by average annual base salary of male executives	104.8	%	☑
	Executive base salary (Global)	Ricoh Group as of Mar 31, 2025 *3	Average value obtained by dividing the average annual basic salary of female officers of Group companies, including Ricoh Co.,Ltd, by the average annual basic salary of male officers	98.1	%	☑
	Executive base salary and incentives (Ricoh Co.,Ltd)	Ricoh Co., Ltd. As of Mar 31, 2025	The average annual base salary of female executives plus incentives (bonuses) divided by the average annual base salary of male executives plus incentives (bonuses)	102.3	%	☑
	Executive base salary and incentives (Global)	Ricoh Group as of Mar 31, 2025 *3	The average value obtained by dividing the average annual basic salary of female executives plus incentives (bonuses) by the average annual basic salary of male officers plus incentives (bonuses) including Ricoh Co.,Ltd	99.7	%	☑
	Manager base salary (Ricoh Co.,Ltd)	Ricoh Co., Ltd. As of Mar 31, 2025	Average annual base salary for female managers divided by average annual base salary for male managers	95.3	%	☑
	Manager base salary (Global)	Ricoh Group as of Mar 31, 2025 *3	Average value obtained by dividing the average annual basic salary of female managers by the average annual basic salary of male managers at Group companies, including Ricoh Co.,Ltd	130.7	%	☑
	Manager base salary and incentives (Ricoh Co.,Ltd)	Ricoh Co., Ltd. As of Mar 31, 2025	The average annual base salary of female managers plus incentives (bonuses) divided by the average annual base salary of male managers plus incentives (bonuses)	94.4	%	☑
	Manager base salary and incentives (Global)	Ricoh Group as of Mar 31, 2025 *3	The average value obtained by dividing the average annual basic salary of female managers plus incentives (bonuses) by the average annual basic salary of male managers plus incentives (bonuses) in Group companies including Ricoh Co.,Ltd	123.9	%	☑
	Non-manager base salary (Ricoh Co.,Ltd)	Ricoh Co., Ltd. As of Mar 31, 2025	The average annual basic salary of female non-manager employees divided by the average annual basic salary of male non-manager employees	93.1	%	☑
	Non-manager base salary (Global)	Ricoh Group as of Mar 31, 2025 *3	Average value of the average annual basic salary of female non-manager employees divided by the average annual basic salary of male non-manager employees in Group companies, including Ricoh Co.,Ltd	90.6	%	☑
	Non-manager base salary and incentives (Ricoh Co.,Ltd)	Ricoh Co., Ltd. As of Mar 31, 2025	The average annual basic salary of female non-manager employees plus incentives (bonuses) divided by the average annual basic salary of male non-manager employees plus incentives (bonuses)	91.2	%	☑
Non-manager base salary and incentives (Global)	Ricoh Group as of Mar 31, 2025 *3	The average value of the average annual basic salary of female non-manager employees plus incentives (bonuses) divided by the average annual basic salary of male non-manager employees plus incentives (bonuses) in Group companies including Ricoh Co.,Ltd	85.8	%	☑	
Ratio of male employees taking childcare leave	Ricoh Co.,Ltd	Ricoh Co., Ltd. As of Mar 31, 2025	Calculated by dividing the number of Ricoh employees who started taking childcare leave in FY2024 by the number of Ricoh employees who had children in FY2024	97.6	%	☑
	Ricoh Group (Japan)	Domestic Ricoh Group including Ricoh Co.,Ltd as of Mar 31, 2025	Figures obtained by dividing the number of Ricoh Group employees in Japan who started taking childcare leave in FY2024 by the number of Ricoh Group employees in Japan who had children in FY2024	93.6	%	☑

absence rate	Ricoh Co.,Ltd	Ricoh Co., Ltd. As of Mar 31, 2025	Figures obtained by dividing the total number of absence days of all absent employees by the total number of standard working days of all employees	0.6 %	☑
	Ricoh Group (Global)	Ricoh Group as of Mar 31, 2025 *4	The average value obtained by dividing the total number of absence days of all absent employees by the total number of standard working days of all employees in the Group companies including Ricoh Co.,Ltd	2.63 %	☑
Number of suppliers	Total number of Tier-1 suppliers	Group Global	Number of Tier-1 suppliers of direct materials calculated based on the Ricoh Group's global expenditure data * Actual purchase amount data for the previous fiscal year was used to select the activity targets for the current fiscal year	2995 社	☑
	Total number of significant suppliers in Tier-1	Group Global	Number of significant Tier-1 suppliers, including suppliers that account for more than 80% of the Ricoh Group's total global spending on direct materials, plus suppliers that handle critical parts and suppliers that cannot be replaced. * Actual purchase amount data for the previous fiscal year was used to select the activity targets for the current fiscal year	278 社	☑
	Percentage of total spend on significant suppliers in Tier-1	Group Global	Total expenditures of significant Tier-1 suppliers ÷ total expenditures of Tier-1 suppliers * Actual purchase amount data for the previous fiscal year was used to select the activity targets for the current fiscal year	81 %	☑
	Total number of significant suppliers in non Tier-1	Group Global	Number of significant non-Tier-1 suppliers * Actual purchase amount data for the previous fiscal year was used to select the activity targets for the current fiscal year	0 社	☑
	Total number of significant suppliers (Tier-1 and non Tier-1)	Group Global	Number of significant Tier-1 suppliers + Number of significant non-Tier-1 suppliers * Actual purchase amount data for the previous fiscal year was used to select the activity targets for the current fiscal year	278 社	☑
	Total number of suppliers assessed via desk assessments/on-site assessments	Group Global	Number of suppliers surveyed with SAQ surveys and/or site visits	267 社	☑
	Total number of suppliers supported in corrective action plan implementation	Group Global	Number of suppliers that improved from high risk to moderate risk or low risk	4 社	☑
	Total number of suppliers in capacity building programs	Group Global	Number of suppliers evaluated and feedback provided based on Ricoh SAQ	248 社	☑
Health and Safety Data	Frequency of work-related accidents	Group Global	The number of occupational accident-related fatalities and injuries per one million actual working hours at the Ricoh Group companies worldwide.	1.76	☑
	Severity rate for work-related accidents	Group Global	Total number of lost workdays due to occupational accidents per 1,000 actual working hours at the Ricoh Group companies worldwide.	0.03	☑

※1 Third-party verification has been conducted on the values marked with ☑

※2 Coverage rate: 99.2% (252 out of 254 companies)

※3 Coverage rate: 98.4% (250 out of 254 companies)

※4 Coverage rate: 98.0% (249 out of 254 companies)