

RICOH IMAGING COMPANY, LTD.

Green Procurement Guideline

2016 Revision

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Environmental Principles

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. Achieve superior targets Complying with laws and regulations as a matter of course, we dutifully fulfill our environmental responsibilities, setting targets that go ahead of those that society currently requires, and by achieving these, create economic values.
2. Develop innovative environmental technologies We will take steps to develop and promote innovative environmental technologies that will give increased value to our customers and can be utilized by various people.
3. Encourage all employees to participate in environmental activities In all our business activities, we strive for awareness of environmental impact, thereby involving all Ricoh employees in implementing continuous improvements to prevent pollution, and use energy and natural resources more efficiently.
4. Be attentive to product lifecycle To provide our products and services, we spare no effort to reduce environmental effects in all stages of the product lifecycle, from procurement, manufacturing, sale, and logistics, to usage, recycling, and disposal.
5. Improve employees' environmental awareness 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. Contribute to society By participating in and supporting environmental conservation activities, we will contribute to creating a sustainable society.
7. Optimize communication with stakeholders Ricoh Group will expand its environmental conservation activities with stakeholders. In addition, we will fully communicate and proactively cooperate with our stakeholders to reassure communities of our dependability and commitment to the environment.

【Green Procurement Policy】

RICOH IMAGING COMPANY, LTD. selectively purchases environmentally friendly materials for procurement of production materials such as raw materials, parts, and indirect production materials.

1. Purpose

This guideline provides basic ideas, specific standards, and management of the “Green Procurement of Production Materials in RICOH IMAGING COMPANY, LTD.” The guideline was established to procure materials that impact the environment less by carrying out surveys on suppliers and certifying them. Purchasing such materials will help to achieve our environment policy of “providing products developed with consideration of reducing environmental burden by promoting business activities that take into account the efficient use of natural resources to create a recycling-oriented society.”

2. Scope of Application

The guideline is applicable to all production materials (including OEM products) such as raw materials, parts, and indirect production materials used in products of the RICOH IMAGING COMPANY, LTD. (referred to as RIM products) and also packaging materials.

3. Definition of terms

3.1 Environmentally sensitive chemical substances

- (1) Chemical substances whose uses, purposes for use or content volumes are required by the law and regulations of Japan and overseas, or voluntary criteria such as environmental label, etc. to be regulated, or expected to be regulated in the future.
- (2) Chemical substances whose information on inclusion in products is required to be disclosed under laws and regulations or voluntary standards like eco-labeling at home and abroad
- (3) Chemical substances whose information on inclusion in products is possibly requested by customers at the time of bidding and the like
- (4) In addition to the above, chemical substances whose information on inclusion in products must be identified, because there is a likelihood that the restriction or information disclosure may be required with respect to the purpose of use or the content quantity of these substances in products in the near future.

3.2 Article

An object of specific shape, appearance, or design provided during manufacture which determines functions in final use at a level 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, the portion that is intentionally released is regarded as substances/preparations, and therefore, not articles.

3.3 Substances/Preparations

Chemical substance: a chemical element or compound that exists in nature or is obtained via a manufacturing process. A substance includes impurities introduced in manufacturing processes, and additives required for maintenance of stability. Solvents that can be separated without affecting the stability of the single chemical substance or without changing its composition are excluded from this definition.

Preparation: A mixture or solution intentionally comprising two or more individual chemical substances

3.4 Substance whose inclusion is banned

A substance whose inclusion in equipment products or articles constituting equipment products is banned. The following is the definition of “inclusion is banned”.

- (1) Inclusion of substances in equipment products or articles that constitute equipment products in the amount above threshold is banned. However, as regards heavy metals in packaging materials (cadmium, hexavalent chromium, lead and mercury), intentional addition is also banned
- (2) As regards substances without threshold, they are banned when information on inclusion can be obtained, for instance, when they are intentionally added, or information on inclusion can be obtained from upper stream in the supply chain, or inclusion can be identified by analysis as needed.
- (3) Use is permitted for a purpose exempt from application of this standard, and for the amount below the threshold

3.5 Substances subject to controlled use

Substances whose information on inclusion in equipment products and articles constituting equipment products must be grasped and controlled.

3.6 Inclusion (existence)

Inclusion may be intentional by addition, or it may be unintentional. We regard that the relevant substance is included when the inclusion is identifiable by some method, for instance, by the fact that it is added intentionally during the in-house process, or by information from the upper stream in the supply chain, or analysis of part and materials when necessary.

3.7 Intentional addition

Refers to the fact that said substances are used for the purpose of improving the performance of a part or material, or changing its characteristics. In addition, when said substances are used in manufacturing process, etc. and so it is clear that they are contained in the final products, it is also regarded as intentional addition.

3.8 Unintentional inclusion

Refers to the case when said substances are contained in natural materials and cannot be removed technologically in the refining processes, also when they are mixed or bonded unintentionally in manufacturing processes. Refers to so-called impurities.

3.9 Inclusion threshold

Content of a substance included in a part and material, or the maximum latitude of content density. In the case of complex part that has multiple substances (materials) inside, the content density is defined as density in Homogeneous Material containing the subject substance, not as the value defining the whole part as a denominator.

3.10 Homogeneous Material

Refer to a material which cannot be mechanically separated into two or more different materials. The following are some examples of homogeneous material.

- Metal alloy, polymer alloy, chemical compounds, etc.
- Paint, adhesive, ink, paste, plastic polymer, glass powder, ceramic powder, etc.

A part applied with paint, print or plating can be mechanically separated into material part and coating of paint, ink or plating. So, each of these is a homogeneous material. “Mechanical separation” means that a material is separated into pieces by mechanical actions such as removing screws, cutting, crushing, grinding, polishing and so forth.

3.11 Control level

Contained chemical substances are classified into the following two levels based on laws and regulations, etc.

- (1) Banned: The use that is not allowed by laws and regulations.
- (2) Exempt: The use that is not limited by laws and regulations, and that substitute does not exist.

3.12 Schedule to discontinue delivery

- (1) Immediately: Delivery discontinuance becomes effective immediately
- (2) From __/ __/__: Delivery will be discontinued on the specified
- (3) Date under assessment: Currently, the delivery is not a subject to discontinue. The delivery discontinuance will be scheduled accordingly when it is determined that the introduction of substitute is possible based on changes of social conditions or technological/economical situations.

4. Concept of Green Procurement for Production Materials

RICOH IMAGING COMPANY, LTD. (referred to as RIM) promotes procurement of supplies that eliminate harmful substances in order to provide products developed while considering the reduction of environmental burden.

Prior to starting business relationships or purchasing production materials, RIM checks if each supplier meets the specific conditions for business transactions and procurement.

5. Requirement for suppliers

RIM purchases materials from the suppliers who satisfy conditions 1) to 4) listed belows.

1) Non-use of prohibited chemical substances

You should provide us with the Certificate not containing chemical substances listed in Table 1 that must not be contained in products. Please refer to the Format 1 “Certificate of not containing chemical substances that must not be contained in products”. Please refer to Table 2 for the threshold of inclusion, Table 3 for the packaging materials. If the substance is exempted from the regulations etc, please mention it on the certificate.

2) Non-use of substances which are prohibited to use while production.

Please submit Certificate of non-use of chemical substances listed in Table 4 and Table 5 of which use in production processes is prohibited. Please refer to the Format 2 “Certificate of non-use of chemical substances of which use in production processes is prohibited”.

3) Disclosure of chemical substances included in the product.

RIM collects information of chemical substances included in articles, substances or preparations which compose the product (to be compliant with EU REACH etc).

Please submit the information by the method shown in 1 to 4 below. Also, if RIM separately requests it, please submit the Format 4 “CHINA RoHS Component material judgment certificate” for the included substances which is related to China RoHS.

1. Regarding SVHC (Substances of Very High Concern) in REACH, please provide the information of substances included (including the substances which are within threshold) by submitting the Format 3 “Report of REACH SVHC contained in products”
2. AIS(Article Information Sheet) provided by JAMP(*1).
Regarding how to prepare the sheet, please refer to the FAQ in JAMP website <http://www.jamp-info.com/ais#en>
3. Format by JGPSSI (*2)
Please follow the JGPSSI’s “Survey Response Tools Operation Manual” and input excel sheet of “Green Procurement (Former JGPSSI) Survey Tool” and provide it with RIM.
Please use the latest version of the tool at the time of survey.
http://www.vt.62474.jp/tool_v431_eg.html
4. Please submit ICP(Inductively Coupled Plasma) analysis data, Gas Chromatograph analysis data measured by research agency, or equivalent data. In this case please attach easy-understanding chart to show which parts are measured.

4) Establishment of environmental management system

It is required that the suppliers need to satisfy either of below 1 to 3.

1. Having certificate of ISO14000 or conformable system. (Conformable system means the equivalent system to ISO14000 which is promoted by a foundation, local government or incorporated association.)
2. Having guideline to manage chemical substances included in the products, which is announced by JAMP or Green Procurement (former JGPSSI), or established environmental management system which is equivalent to 1.
3. Submission of commitment form of environmental preservation activities.

6. Revision

This guideline is subject to change without notification according to the change of social situation or change or addition of laws and regulations.

7. Inquiries concerning the Document

Contact the section that deals with your company or the section below.

Chemical material management section

RICOH IMAGING COMPANY, LTD.

Tel: 050-3534-5310

*1 JAMP : Joint Article Management Promotion-consortium

*2 JGPSSI : Japan Green Procurement Survey Standardization Initiative