

RICOH IMAGING COMPANY, LTD.

Green Procurement Guideline

2013 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 materials free from harmful substances 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. 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.

4. Conditions for Production Materials

RIM purchases materials that satisfy conditions 1) to 3) listed below as environmentally-friendly production materials.

<Remark>

Regulated material list set forth by JAMP or Green Procurement (Former JGPSSI) may time to time fail to list a regulated material due to such reason as that material comes under regulation by relatively new legislation.

Below clauses therefore shall always be executed with consideration to the most up to date regulatory advisory set forth in each region: EU, North America, South America, China, Korea, Russia, South-East Asia or other region.

1) Prohibited chemical substances

(1) No chemical substances subject to the survey specified by **JAMP or Green Procurement (Former JGPSSI)**, listed in Attached list **A and B**, should be contained in delivered materials.

*1, *3

(2) No class 1 specified chemical substances determined by The Chemical Substances Control Law, etc of Chemical Substances, listed in Attached list **C**, should be contained in delivered materials.

(3) No substances banned by the Industrial Safety and Health Law, listed in Attached list **D**, should be contained.

2) Chemical substances subject to control during manufacture

(1) Chemical substances subject to the survey specified by **JAMP or Green Procurement (Former JGPSSI)**, listed in Attached list **A and B**, should be used under supervision or reduced.

3) Chemical substances of which use in production processes is prohibited

(1) No JIG substances: ozone depleting substances/isomers among substances classified in No. C04 specified by **Green Procurement (Former JGPSSI)**, listed in Attached list **E**, should be used in production processes. *2

(2) No class 1 specified chemical substances determined by The Chemical Substances Control Law, etc of Chemical Substances, listed in Attached list **C**, should be used in production

processes.

(3) No substances of which production is prohibited by the Industrial Safety and Health Law, listed in Attached list **D**, should be used in production processes.

4) Threshold values

Threshold values are described in attached reference materials. They are in accordance with the standard for each survey subject.

For example, threshold values for packaging material surveys are different because they are in accordance with the "Directive on Packaging and Packaging Waste (EU)".

5. Usage of the regulated materials list

The contents listed in attached regulated material list are based on the up to date information on the regulations at the date of issue of the guideline. The investigation therefore, shall be held in accordance to the most up to date regulatory information set forth in each regulatory legislation such as JAMP, **Green Procurement (Former JGPSSI)**, The Chemical Substances Control Law of Manufacture, Industrial Safety and Health Law, or EU(RoHS, REACH) regulations.

6. Conditions for Business Transactions

RIM deals with and purchases materials only from suppliers that satisfy the conditions 1) to 5) described below.

Trading companies are requested to submit information of companies that they purchased materials from.

1) Certificate of "not containing chemical substances that must not be contained in products"

(1) No chemical substances subject to the survey specified by **JAMP or Green Procurement (Former JGPSSI)**, listed in Attached list A **and B**, are contained in delivered materials.

(2) No class 1 specified chemical substances determined by The Chemical Substances Control Law of Manufacture, etc of Chemical Substances, listed in Attached list **C**, are contained in delivered materials.

(3) No substances prohibited by the Industrial Safety and Health Law, listed in Attached list **D**, are contained.

Fill in a certificate concerning items 1), 2), and 3) above, place the corporate seal, and submit the certificate.

For the certificate, use “Format 1. Certificate of not containing chemical substances that must not be contained in products.”

When the applicable materials are used for parts that the application is exempted, note it on the certificate and data to be submitted.

2) Certificate of “not using chemical substances of which use in production processes is prohibited”

(1) No JIG substances: ozone depleting substances/isomers among substances classified in No. C04 specified by **Green Procurement (Former JGPSSI)**, listed in Attached list **E**, are used in production processes.

(2) No class 1 specified chemical substances determined by The Chemical Substances Control Law of Manufacture, etc of Chemical Substances, listed in Attached list **C**, are used in production processes.

(3) No substances of which production is banned by the Industrial Safety and Health Law, listed in Attached list **D**, are used in production processes.

Fill in a certificate concerning items 1), 2), and 3) above, place the corporate seal, and submit the certificate.

For the certificate, use “Format 2. Certificate of non-use of chemical substances of which used in production processes is prohibited.”

3) Disclosure of “chemical substances contained in products and parts”

Submit the document in procedure (1) to (3) described below.

(1) Document prepared in the **Green Procurement (Former JGPSSI)** harmful material composition survey

Response: Fill out the “Survey Response Tools, (Excel Version)” Excel sheet according to “Survey Response Tools Operation Manual ,English” issued by the **Green Procurement (Former JGPSSI)** and submit it.

(2) Submission by AIS (Article Information Sheet) provided by JAMP.

Refer to JAMP FAQ (<http://www.jamp-info.com/ais#en>) for the documentation.

(3) Submit a report of Inductively Coupled Plasma (ICP) analysis data or gas chromatograph analysis data measured by a research institution or other type of data equivalent to such.

In this case, summarize measured parts in an easy-to-understand chart.

4) Establishment of an environmental management system

Suppliers must have an established system (1) or (2) below.

(1) A system certified with ISO14000 or a compliant system

(Compliant system means a system compliant to ISO14000 promoted by an incorporated foundation, local government, or **Institute**.)

(2) An environmental management system in conformance to the system described in (1)

5) Use of reused or recycled materials for packaging for delivery

For production materials (units, parts, and components mounted in RIM products), ones with less environmental burden needs are required to be used.

6. Revisions and Abolishment

Revisions and abolishment of the guideline are determined by the Environmental Preservation Committee, RICOH IMAGING COMPANY, LTD..

7. Inquiries concerning the Document

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

Quality Assurance Department.

RICOH IMAGING COMPANY, LTD.

Tel: 03-3960-5154

*1 JGPSSI: Japan Green Procurement Survey Standardization Initiative

*2 JIG: Joint Industry Guide

*3 JAMP: Joint Article Management Promotion- consortium