



## Ricoh New Zealand's Environmental Sustainability Policy

At Ricoh New Zealand, we recognise environmental sustainability as an integral part of our business activities. We assume responsibility for sustainability and approach this on a company-wide basis. It is our goal to consistently maintain industry leadership in this area and to do business with sustainability in mind.

### Our Actions and Commitments

- We comply with all domestic and overseas environmental regulations and also actively monitor our processes, set improvement targets, achieve our targets and, when possible, exceed our targets.
- We strive to promote technological innovations that help reduce negative environmental impacts and improve our capacity for conservation.
- In the development, design, and operation of our facilities, we always consider impacts on the environment. We strive to prevent pollution, to utilise energy and resources efficiently, and to reduce and dispose of waste in a responsible manner.
- At every stage in the lifecycle of our products in New Zealand, from procurement, to sales, logistics, use, recycling, and disposal, we minimise environmental impacts and give due consideration to health and safety.
- We undertake to manage and actively look for ways to reduce Ricoh New Zealand's greenhouse gas (GHG) emissions, including setting reduction targets and systems for ongoing monitoring.
- Through environmental education, we strive to raise the awareness within our workforce and customers' to enable them to conduct environmental activities on their own.
- In every region in New Zealand where we conduct business, we maintain close ties with the local community and contribute to society by communicating our initiatives and assisting in local environmental conservation initiatives.
- Where possible, we will actively source goods and services locally and with companies that regard sustainability as a paramount concern.

### We are fully committed to:

- Product Stewardship, E-Waste Management, and Zero Waste to Landfill.
- Maintaining our carboNZero<sup>Cert™</sup> certification through measuring, managing, reducing and offsetting the carbon emissions associated with our operations and our service, including the emissions associated with our customers' use of our energy-efficient machines. Our national dealer network was also incorporated into our carboNZero<sup>Cert™</sup> certification programme in 2009.
- Contributing to environment and social infrastructure needs through community based initiatives.
- Developing environmental partnerships that focus on creating sustainable value for all stakeholders and the community at large.
- Communicating with and engaging, employees, contractors, business partners, suppliers, customers, visitors and communities to:
  - Build relationships based on honesty, openness, mutual trust and involvement.
  - Share responsibility for meeting the requirements of this overall policy, and continually improving our environmental and social performance.

In order to continually foster improvement and innovation, the management team at Ricoh New Zealand, with the help of all employees, will review and update this policy annually.

This policy was formally brought into practice on January 17, 2008 and revised on December 1, 2009.

Michael Pollok  
Managing Director  
Ricoh New Zealand Limited

*This commitment is based on the policy section of the Ricoh Group Sustainability Report.*