

Ricoh Group's Human Rights Policy

The Ricoh Group ("Rico") conducts itself in a manner that respects the human rights of all people involved in its business activities based on its founding principles of "The Spirit of Three Loves (Love your neighbor, Love your country, Love your work)".

Ricoh hereby establishes the Ricoh Group's Human Rights Policy ("Policy") in accordance with the philosophy of the Ricoh Group Code of Conduct, which respects international human rights principles and declares that Ricoh will act in accordance with human rights.

1. Position of the Policy and Scope

This Policy is positioned at the top of all human rights-related standards and regulations within Ricoh whose goal is the prevention of human rights violations.

The Policy applies to all executives and all employees of Ricoh. Suppliers and all forms of business partners of Ricoh are also requested to support and implement this policy.

2. Conforming to International Principles and Standards

Respect for human rights is the foundation of business activities and the recognition of human rights is an essential responsibility for companies.

Ricoh's respect for human rights follows principles set forth in the International Bill of Human Rights and the International Labour Organization's Declaration on Fundamental Principles and Rights at Work, which set core labor standards in accordance with the United Nations Guiding Principles on Business and Human Rights. Further, as a signatory to the United Nations Global Compact, Ricoh supports the "Ten Principles of the United Nations Global Compact".

Ricoh will comply with the laws and regulations of each country and region in which Ricoh operates. In cases where the domestic laws and regulations differ from the international principles and standards, Ricoh will seek ways to respect internationally recognized human rights principles and standards.

3. Respect for Human Rights of Stakeholders

Ricoh respects the human rights of all Ricoh “Stakeholders” (defined as all employees, suppliers, business partners, and customers as well as all members of the local community without exception) throughout the value chain associated with our businesses.

Eliminate all discrimination

Ricoh’s respect for all fundamental human rights includes respecting the diversity of individuals. Taking into consideration the laws and regulations of each country, Ricoh pledges not to engage in any discriminatory treatment by gender, age, nationality, race, ethnicity, color, ideology, creed, religion, social status, occupation or occupational status, marriage status, pregnancy status, family origin, sexual orientation, gender identity, physical features, disease, disability and so on.

Work Environment

Ricoh provides a work environment in which the human rights of all employees within Ricoh and its supply chain are respected. Specifically, Ricoh provides a healthy and safe working environment free from physical and mental harassment (including corporal punishment, violence, discrimination, intimidation, sexual harassment and so on.) Taking into consideration the laws and regulations of each country, Ricoh respects the protection of the rights of young workers, the provision of minimum wages, the proper management of working hours, freedom of association, the right to collective bargaining and the protection of privacy. Ricoh prohibits all forms of forced labor, child labor, or human trafficking.

Responsible mineral sourcing

Ricoh conducts “responsible mineral sourcing” within our supply chain ensuring Ricoh is not complicit in any human rights violation due to mineral mining and trading in conflict and high-risk areas.

4. Human Rights Due Diligence

Through its human rights due diligence mechanisms, Ricoh strives to protect the human rights of Stakeholders and promote sustainable corporate activities. Ricoh assesses and identifies human rights risks throughout its business activities and supply chain and any identified negative impacts on human rights are reported to top management. Ricoh will continue to implement prevention and mitigation of human rights’ risks under the responsibility of management.

5. Remedy

Ricoh respects the freedom of expression of all stakeholders and provides a comprehensive whistleblowing system and grievance mechanism that enables the reporting of human rights concerns without fear of retaliation. If an allegation of a human rights violation is made, Ricoh will promptly investigate the allegation and take timely remedial action to correct the negative impact on human rights and implement preventative controls to mitigate risks of any future violations.

6. Education and Training

Ricoh provides the continuous education and training necessary for executives and employees to put this policy into practice.

7. Dialogue

Through active dialogue with external stakeholders such as NGOs and industry groups, Ricoh strengthens its efforts to respect human rights.

8. Transparency

Ricoh will transparently disclose the progress of our efforts to address adverse negative impacts on human rights including through the Ricoh Group's website and/or integrated report.

Yoshinori Yamashita
President and CEO, Ricoh Company, Ltd.
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Related documents

- [Founding Principles](#)
- [Ricoh Group Code of Conduct](#)
- [Ricoh Group Supplier Code of Conduct](#)
- [Basic Policy for Personal Information Protection](#)
- [Efforts for Human Rights](#)
- [Efforts for Conflict Minerals Issues](#)