

# Environmental Leadership

The Ricoh Family Group (RFG)  
**Our Environmental Vision:**

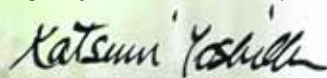
Be a trusted and respected corporate citizen through leadership in environmental practices and community support. As reflected in our environmental policy and principles statement, we hold safeguarding the environment as a core value in everything we do.

## Our Environmental Policy and Principles:

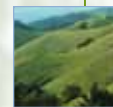
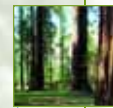
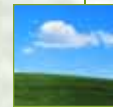
We publicly affirm our belief that we, like all people, share a responsibility for the environment. We believe it is imperative that we conduct all aspects of business as responsible stewards of the environment, and do everything we can to proactively help protect the Earth. We recognize environmental management as one of the highest corporate priorities and will conduct our business in accordance with the principles listed herein. We will integrate these principles and practices into each business as essential elements of management, corporate culture and community relations. This policy and its principles will be available for public inspection at all times. We will update our practices consistently in light of advances in technology, new understandings in health and environmental sciences and the needs of the communities in which we operate our businesses.

1. Within our business operations, products, and services we will reduce and, where possible, eliminate waste through source reduction, conservation and recycling.
2. We will conserve energy and improve the energy efficiency of our internal operations and of the goods and services we produce. We will strive to educate our customers about the benefits of energy efficient office products and their effect on the environment.
3. We will strive to minimize the environmental, health and safety risks to our employees and the communities in which we operate through safe technologies, facilities and operating procedures.
4. We will reduce and make continual progress toward eliminating the release of any substance that may cause environmental damage to the air, water, earth or its inhabitants. We will safeguard and protect all habitats affected by our operations and strive to preserve biodiversity.
5. We will make sustainable use of renewable natural resources and strive to conserve nonrenewable natural resources through efficient use and careful planning.
6. We will implement these principles and sustain a process that ensures that all the company officers, including the Chief Executive Officer, are fully informed about pertinent environmental issues and are fully responsible for environmental policy.

The principles described above establish an environmental ethic by which our peers and customers can assess the environmental performance of our company and by which we can establish aggressive goals for improvement. By endorsing these principles we pledge to go beyond the minimum requirements of the law.



Katsumi "Kirk" Yoshida  
President and C.E.O.  
Ricoch Family Group Companies  
February, 2002





*Green products help conserve energy and reduce costs without affecting productivity*

Reducing the amount of energy your organization consumes is an easy way to have a positive impact on the environment. To this end, Lanier offers energy-efficient document management systems that minimize power and resource consumption without sacrificing productivity or convenience. These systems offer many of the following features:

- **Ultra-Low Power Sleep Mode.** After a short period of idling, systems enter a low-power sleep mode during which they consume just six to eight watts of electricity—significantly less than during normal operation. Models include the LD035, LD045, LD122, LD127, 5622, 5627, 5635, and 5645.
- **Quick Start Up.** Warm-up time is nearly 66% faster than competitive systems. This makes the sleep feature invisible to users, so the low-power mode does not get disabled.
- **Fast Duplexing.** All systems operate in duplex mode at 95% to 100% of their rated speed, so users can quickly and easily complete copying jobs using half the paper.
- **Toner Recycling.** This internal process helps improve toner yields, reduce wasted toner and decrease the frequency of cartridge replacements.
- **Sample Mode.** This feature prevents paper waste by allowing you to print one sample copy to check settings prior to printing the entire job.

**Energy Star®.** The majority of Lanier systems have earned the Energy Star. Copiers that have earned the Energy Star "sleep" or power down when not in use, and use 40% less electricity compared to standard models. For more information about the Energy Star, visit <http://www.energystar.gov/>

### Turning used systems into useful, renewable resources

At the end of their service life cycle, document management systems from Lanier enter our demanufacturing program. The demanufacturing process allows us to recycle nearly all of the materials in these products and keeps our systems out of landfills. It also prevents them from being shipped overseas for improper disposal in nations where environmental regulations are not as strict. (Lanier is firmly opposed to this practice, often referred to as "exporting harm," which is unfortunately common in this and many other industries.)

When scrap systems enter our demanufacturing program, they are sent to one of our recycling centers in the U.S. They are then disassembled, processed and separated into commodity streams of steel, aluminum, copper, other metals, and plastics. These materials are sent to other approved recyclers for conversion into new, usable resources.

By using state-of-the-art technology, our demanufacturing facilities have improved the average rate of recovery from between 30 and 60% up to 95% of total equipment weight.

### Conserving energy is a fundamental value of Lanier Worldwide, Inc.



Many products in the Lanier solutions portfolio have been awarded the Energy Star®. Sponsored by the U.S. Environmental Protection Agency (EPA), Energy Star promotes energy efficiency in office equipment. Lanier systems are engineered to conserve electric power, paper, and other consumable supplies. Products that earn the Energy Star prevent greenhouse emissions by meeting strict energy efficiency guidelines set by the U.S. EPA and the U.S. Department of Energy.

Energy Star-qualified high-speed copiers feature duplexing units that automatically make double-sided copies, reduces paper costs by about \$60 a month. Using less paper also saves energy because it takes 10 times more energy to manufacture a piece of paper than it does to copy an image onto it. Spending a large portion of time in low-power mode not only saves energy, but helps copy equipment run cooler and last longer.

Office equipment is generally turned on 24 hours a day, so power management features are important for saving energy and are an easy way to reduce air pollution. Energy Star has helped businesses and consumers save an estimated \$50 billion in energy costs and has prevented more than 150 million metric tons of pollution.

### **Smart, safe, environmentally sound manufacturing**

Ricoh Company Ltd., Lanier's parent company, operates 23 manufacturing facilities around the world. These factories are among the leading green manufacturing plants worldwide.

All have earned ISO 14001 certification for Environmental Management, as well as ISO 9002 certification for Quality Management. They have also achieved coveted "zero waste to landfill" status, which means they send absolutely no waste materials to landfills. Instead, all waste streams are either reused or recycled.

By making green factories a high priority, Ricoh Company Ltd. enables Lanier to bring high-quality document management solutions to our customers and maintain strong environmental responsibility.

### **Recycling conserves energy and resources**

Lanier actively promotes recycling programs to reduce waste sent to landfills and help conserve energy. At our corporate offices, Lanier is implementing an Environmental Management System (EMS) and seeking ISO 14001 registration.

For our customers, we offer a program to recycle toner cartridges. It's an important strategy, because toner is second only to paper as our industry's highest-volume consumable. This program is simple, easy and free. However, it requires your participation to work.

To participate, just drop your used toner cartridge back in the box, apply the pre-paid shipping label and send it back to Lanier. We do the rest. Returned cartridges (along with packaging and shipping materials) are disassembled, then sorted for reuse and material recovery.

Typically, between 95% and 100% of the total weight is recovered. This keeps used cartridges out of our landfills and conserves the energy and resources required to manufacture new ones. Today, this program covers six Lanier-branded, all-in-one toner cartridges: Type 150 (M7560), 2138c color printer cartridges, Type 135 (M2000, 2004, e2004), Type 500 (M2005), Type 18 (M5218) and Type 100 (AP2610). Additional cartridges are planned to be added to the program in 2004. Lanier also promotes recycling of all empty toner containers.

### **Recognition for our ongoing stewardship of the environment**

Lanier and Ricoh have won multiple awards for our commitment to the environment. Recent recognition includes:

- **WEC Gold Medal.** Ricoh received the 2003 Gold Medal for International Corporate Achievement in Sustainable Development from the World Environment Center for its contributions to worldwide environmental quality.
- **The World's Most Respected Companies.** A poll of CEOs in Financial Times in December 2001 ranked Ricoh as the number seven company that best manages and affects environmental resources.
- **Climate is Business Award.** Presented at the 7th Conference of the Parties to the United Nation Framework Convention on Climate Change, November 2001, by the U.S. and European Business Councils for Sustainable Energy, for Ricoh's efforts to protect global climate.
- **Environmental Choice Designation.** Awarded by Environment Canada in September 2001 for copiers, printers and facsimile systems.
- **Innovest's EcoValue 21st Rating.** Awarded to companies that balance business and environmental conservation, Ricoh received an AAA rating in June 2001 and ranked first out of 11 companies.
- **2000 Environmental Stewardship Award.** Presented by the Council on Economic Priorities at the 14th Corporate Conscience Awards in June 2000.
- **Energy Star Year 2000 Best Consumer Education.** Ricoh is the first and only corporation to receive this award.
- **Energy Star Labeling Partner of the Year 2000.** Awarded in March 2000 for the best of all Energy Star product groups.
- **Energy Star Awards for Office Equipment.** From 1996 to March 2000, Lanier systems have received the Energy Star award for energy efficiency.
- **IEA Copier of the Future.** In November 1999, the Lanier 5635 received the first ever "Copier of the Future" award for its energy-saving performance from the International Energy Agency based in Paris, France.