

## Achieving environmental conservation and profits simultaneously



### RICOH SA (PTY) LTD: ENVIRONMENTAL POLICY

Ricoh SA (Pty) Ltd, a subsidiary of Ricoh Group (Pty) Ltd, specialises in providing Sales and Technical Support of Digital Office Solutions.

We recognise our activities can influence the environment and as such will implement an Environmental Management System in line with ISO 14001:2015, while also ensuring that it is continually improved to enhance environmental performance.

The scope of the Environmental Management System includes all the activities, products and services that the organization controls or influences that have or can have a significant impact on the environment, related to the Administration, Sales and the Technical Support of Digital Office Solutions at Head Office, RESCM, and at the Branches at Durban and the Cape.

Activities, Products and Services that are within scope include the following - Ricoh Family Group Products/Software (Office Solution Products, Personal Products, Production Printing Systems, and Industrial Products), as well as services such as Consulting and Documentation Services. Additional functions include Business Administration and low-level Machine Refurbishment. The EMS also includes outsourced contractors who provide key support services

We acknowledge the importance of the environment and the need to protect it, and to minimise and manage any potential adverse effects on the environment.

We at Ricoh South Africa therefore commit to protect the Environment by:

- Ensuring our Compliance Obligations are met, through good Governance and striving to meet, and where possible exceed, all applicable environmental statutory requirements regarding the environment, as well as all other environmental requirements to which we subscribe
- Conducting our activities in a manner that will help prevent pollution, reduce resource depletion and responsibly manage waste disposal
- Correcting non-conformities
- Educating all our own and supplier personnel on environmental awareness
- Implementing Ricoh Family Group Strategic Environmental Objects, by cascading these down as appropriate, and ensuring they are measurable environmental objectives, and communicating these as appropriate
- Reviewing our environmental objectives and targets on a regular basis to ensure continual improvement to our environmental management system
- Ensuring recycling is continually optimised in order to further reduce our impact on the environment

These commitments are also undertaken to support our Parent Company's Environmental Policy that states: "As a global citizen, the Ricoh Group is obligation-conscious of environmental conservation. In addition, we strive to honour 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."

#### **Objectives for FY 2020.**

1. To further reduce our carbon footprint through resource conservation (NEAS).
2. To monitor and reduce electricity consumption.
3. To ensure COVID-19 waste controls are catered for in the Environmental Management System.

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Director (Financial)

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(EMS Manager)

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Director (Technical)

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Executive Officer (CEO)