



RICOH ELECTRONICS, INC. ETHICS GUIDEBOOK TO SUPPLIERS



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Message from the President of Ricoh Electronics

As a Ricoh Electronics' supplier, REI invites you to join our RICOH Global initiative to increase Corporate Social Responsibility through the application of the following *Principles of Business* within your company. Within Ricoh we use our core values to operate with integrity, respect and trust in our dealings with our customers, fellow employees, suppliers and our community.

These *Principles of Business* have been designed to help all of us understand our responsibilities and to create an awareness of some of the legal, regulatory and ethical issues we may encounter in the conduct of our business activities. Our Principles are grounded in concepts of integrity, good judgment and the highest ethical standards.

I trust that each of you will accept the responsibility to conduct your business activities in a manner that scrupulously adheres to our Principles of Business.



Shunsuke Nakanishi
President

Introduction

The commitment to integrity, respect and trust in all of our actions and responsible corporate citizenship are the core philosophies we want to encourage in all suppliers of the Ricoh Group. This commitment means that all suppliers share a common set of objectives and benefit from the achievement of those objectives.

Many I'm sure, already incorporate these principles into your culture, values and daily practices. Let this message be a reminder of the common bond we share in the pursuit of business excellence. If you have not formally developed and shared with your employees these principles, please consider the benefits of doing so. These standards apply to every supplier and will govern the manner in which you conduct all of your business activities. The purpose of the REI *Principles of Business* is to reaffirm your company's commitment to the highest standards of integrity in the way you conduct your business and to provide basic guidelines for situations in which ethical issues arise.

Ricoh strives to do business with customers and suppliers of sound business character and reputation. Enumerating these principles clearly states our intention that these same practices be followed.

REI 's *Principles of Business* are developed from the Institute for Supply Management (ISM).

Ricoh Electronics Inc. Principles of Business

Community

1. Provide support and add value to your communities and those of your supply chain.
2. Encourage members of your supply chain to add value in their communities

Diversity

1. Proactively promote purchasing from, and the development of, socially diverse suppliers
2. Encourage diversity within your own organization
3. Proactively promote diverse employment practices throughout the supply chain.

Environment

1. Encourage your own organization and others to be proactive in examining opportunities to be environmentally responsible within their supply chains either "upstream" or "down stream."
2. Encourage the environmental responsibility of your suppliers.
3. Encourage the development and diffusion of environmentally friendly practices and products throughout your organization.

Ethics

1. Avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.
2. Demonstrate loyalty to the employer by diligently following the lawful instructions of the employer, using reasonable care and granted authority.
3. Avoid any personal business or professional activity that would create a conflict between personal interests and the interests of the employer.
4. Avoid soliciting or accepting money, loans, credits or preferential discounts, and the acceptance of gifts, entertainment, favors or services from present or potential suppliers that might influence, or appear to influence, supply management decisions.
5. Handle confidential or proprietary information with due care and proper consideration of ethical and legal ramifications and governmental regulations.
6. Promote positive supplier relationships through courtesy and impartiality.
7. Avoid improper reciprocal agreements.
8. Know and obey the letter and spirit of laws applicable to supply management.
9. Encourage support for socially diverse practices.
10. Conduct supply management activities in accordance with national and international laws, customs and practices, your organization's policies, and these ethical principles and standards of conduct.
11. Develop and maintain professional competence.
12. Enhance the stature of the supply management profession.

Financial Responsibility

1. Become knowledgeable of, and follow, applicable financial standards and requirements.
2. Apply sound financial practices and ensure transparency in financial dealings.

3. Actively promote and practice responsible financial behavior throughout the supply chain.

Human Rights

1. Treat people with dignity and respect.
2. Support and respect the protection of international human rights within the organization's sphere of influence.
3. Encourage your organization and its supply chain to avoid complicity in human or employment rights abuses.

Safety

1. Promote a safe environment for each employee in your organization and supply chain. (Each organization is responsible for defining "safe" within its organization.)
2. Support the continuous development and diffusion of safety practices throughout your organization and the supply chain.