



## RICOH ASIA PACIFIC PTE LTD INFORMATION SECURITY POLICY

As a leading global company, Ricoh Asia Pacific Pte Ltd (RA), is committed to building and maintaining long term business relationships with our customers and partners. Recognizing the value of all information assets including those of our customers, partners and suppliers, we will establish an Information Security Management System to maintain the trust and confidence of all stakeholders. We will maintain and enhance our corporate ethics efforts concerning legal compliance, business continuity and further ensure the integrity and trustworthiness of our role in the global information society.

### Action Guideline

1. In all our business activities, we must ensure the Confidentiality, Integrity and Availability of key information assets for daily operations.
2. Through appropriate education and training, thereby involving all Ricoh employees, the organization strives to ensure the person performing tasks for the organization are aware of security requirements in day-to-day operations.
3. Metrics-based continuous improvement will provide the primary influence for all ISMS activities. Audit findings and incidents pickups are systemically used as "opportunities for improvement".
4. A contingency plan is established and intended to secure continuation of the business assuming the occurrence of major business disruption.
5. All staffs are required to abide by the regulations of this information security management system, and, in case of violation, will be disciplined accordingly.

April 2006

**Nobuaki Majima**  
Managing Director  
RicoH Asia Pacific Pte Ltd



Our earth,  
Our tomorrow