

# Independent Assurance Report



Translation

12 July 2024  
Opinion No : SGS24/114

Mr. Akira Oyama  
President and CEO  
Ricoh Company, Ltd.  
3-6, Nakamagome 1-chome, Ohta-ku, Tokyo

SGS Japan Inc. (hereinafter referred to as "SGS") has conducted a limited assurance engagement on the Sustainability and Social Data for the fiscal year 2023 indicated with  (hereinafter referred to as "the Statement") in Sustainability and Social Data Calculation Report (hereinafter referred to as "Calculation Report") prepared by Ricoh Company, Ltd. (hereinafter referred to as "the Organization") based on their request.

## The Organization's Responsibility

The Organization is responsible for preparing the Statement in conformance with the calculation and reporting standards (hereinafter referred to as "the Organization's Criteria," described in Calculation Report) adopted by the Organization. The calculation of GHG emissions is inherently uncertain due to the incomplete scientific knowledge required to determine emission factors and the numerical data, for combing emissions of different gases.

## Our Independence and Quality Control

SGS has complied with the Code of Ethics for Professional Accountants issued by the International Ethics Standards Board for Accountants, which includes independence and other requirements based on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality, and professional behavior.

In accordance with International Standard on Quality Control 1, we maintain a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards, and applicable legal and regulatory requirements.

## Our Responsibility

Our responsibility is to express a limited assurance conclusion on the Statement based on the procedures performed and the evidence obtained.

SGS has performed the limited assurance engagement in accordance with International Standard on Assurance Engagements (ISAE) 3000 "Assurance Engagements Other than Audits or Reviews of Historical Financial Information" and ISAE 3410 "Assurance Engagements on Greenhouse Gas Statements."

The procedures performed by SGS are based on our professional judgment and include the following:

- Evaluation of the appropriateness and inquiries regarding the Organization's Criteria used to measure, aggregate, calculate, and report the Statement.
- Verification that the Statement and the underlying records are consistent.
- Inquiring about the design of the systems and methods used to collect and process the Statement.
- Analytical procedures and inquiries regarding quantitative data.
- On-site inspection of Head Office and Hasama Ricoh Co., Ltd.
- Assessment of the Organization's Criteria to develop estimates were appropriate and consistently applied.

(This does not include testing the data underlying the estimate or developing independent estimates to evaluate the estimate.)

The procedures performed in a limited assurance engagement vary in nature from and are less in scope than, those performed in a reasonable assurance engagement.

As a result, the level of assurance obtained in a limited assurance engagement is lower than what would have been obtained if a reasonable assurance engagement had been performed.

## Limited Assurance Conclusion

Based on the procedures performed and evidence obtained by us, nothing has come to our attention that causes us to believe that the Statement in Calculation Report are not prepared in conformance with the Organization's Criteria in all material respects.

### For and on behalf of SGS Japan Inc.

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Business Assurance  
Head of Certification/Accreditation  
Yuji Takeuchi

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