

RICOH UK PRODUCTS LTD

Integrated Management System Policy

Ricoh UK Products Ltd (RPL) recognises that the key to achieving sustained business growth is the delivery of high-quality customer focused solutions. At the same time we must ensure a safe and healthy working environment (equipment, plant, premises and systems of work) for all persons on site and employees working off site whilst employing the best practical environmental options throughout the manufacturing and delivery supply chain. RPL also recognises that information security is of paramount importance to our key stakeholders and that 'know how' is a key source of competitive advantage.

To ensure that our processes are fully aligned to achieving these challenges, Senior Management ensures that RPL operates an effective Integrated Management System (IMS) which meets the requirements of ISO9001, ISO14001, ISO45001, ISO27001, BPIF ISO12647, ISO 13485 and Authorised Economic Operator (AEO). Furthermore, the IMS is designed to ensure that RPL meets all applicable legislation and Ricoh Group Standards whilst promoting the principles of the Ricoh Way Production System.

The following generic provisions shall apply to all aspects of the IMS:

- Development and implementation of plans which reduce operational risk including preventive risk management and business continuity programmes.
- Appropriate organisation structures to clearly define process ownership and line management responsibilities including the provision of adequate resources.
- Continuous monitoring and improvement of performance levels and IMS Management through a structured management review process which provides a framework for setting, prioritising and reviewing objectives.
- Engagement, training and consultation of employees, contractors, partners and other stakeholders in all relevant IMS related activities on an individual and collective basis as applicable.

Specific provisions covered by the IMS shall include but not be limited to:

- Provision of safe and healthy working conditions for the prevention of work-related injury & ill health for employees, contractors and stakeholders. The promotion of a positive safety culture and employee wellbeing.
- Measures to ensure products and services meet safety, environment, quality, information security, cost and delivery requirements.
- Reduce waste, energy and resource consumption and ensure environmental protection.
- Assessing and safeguarding the confidentiality, integrity and availability of information including that of clients, third parties and key stakeholders.

This policy shall be reviewed on an annual basis to ensure that it remains relevant and shall be communicated to all employees across all locations to ensure they are aware of their individual obligations. A copy of this policy shall be made available to external interested parties upon request.



Colin Weaver

Managing Director

Date
22/11/2022