

Ricoh UK Limited
Carbon Reduction Plan
FY24 Reporting Year
PPN 006





Sustainability is part of Ricoh's DNA

Environment, Social & Corporate Governance have defined how we do business at Ricoh since we were founded in 1936. It touches every part of our value chain - from employees and customers, to our business partners and investors.

We contribute to achieving a sustainable society through our efforts in creating a circular economy, reducing emissions and increasing energy efficiency.

Commitment to achieving Net Zero

Ricoh UK is progressing towards our Net Zero emissions target of 2045. Our business focuses on distribution and servicing of our products - we report our GHG emissions to our parent company, Ricoh Company Ltd (RCL), to help track Ricoh's group-level Net Zero Target.

Below are RUK's goals:



Achieve the **Net Zero**
Scope 1 and 2 emissions
target by

2040



Achieve the **all-Scopes**
(1, 2, and 3) Net-Zero
target by

2045



Ricoh's GHG Inventory and the FY19 base year

Our approach:

Ricoh UK's GHG inventory is based on an operational control approach that follows the GHG Protocol. It reflects the annual emissions calculated based on actual and estimated emissions. The data is sourced from April 2019 to March 2020, in line with our financial year.

We report and track Scope 2 emissions using the market-based methodology. We have provided location-based Scope 2 emissions in the footprint tables. Our Scope 3 categories adhere to the mandated PPN 006 Scope 3 selection.

Baseline Year: FY 2019/20

Our baseline year is our financial year Apr 2019 – May 2020, which shows our business-as-usual pre-pandemic clearly. We gathered actual and estimated data from FY19/20 in 2023, to allow us to calculate our GHG inventory baseline.

We collected quality data from four years prior and used reasonable assumptions for missing data to complete our emission sources. Some trends and drivers of emissions changes from the base year to now can be partly explained using different approaches in the various years, based on our available data.

We have highlighted our two emissions hotspots: company owned vehicles related emissions in Scope 1; and car allowance (grey fleet) related emissions in Scope 3. Distributing and servicing our products, primarily multifunctional devices, is enabled by these vehicles, and therefore our third-party downstream transportation and distribution emissions (Category 9) are low.

Table 1. Ricoh UK's Baseline Emissions: FY2019/20¹

Type of Emission	Activity	Emissions (tCO ₂ e)
Scope 1 (Direct)	Natural Gas	110
	Fuel Used in Company Vehicles	1,355
	Total Scope 1	1,465
Scope 2 (Indirect)	Purchased Electricity: Location-Based	639
	Purchased Electricity: Market-Based	494
	Total Scope 2 (Market-Based)	494
Scope 3 (Indirect)	Category 4: Upstream Transportation and Distribution	237
	Category 5: Waste Generated in Operations	298
	Category 6: Business Travel - Grey Fleet	1,335
	Category 6: Business Travel - Other Travel ²	780
	Category 7: Employee Commuting & Homeworking	782
	Category 9: Downstream Transportation and Distribution	49
Total Scope 3	3,480	
Total tCO₂e Scopes Emissions (Market-Based)		5,440

1. Figures rounded to the nearest whole number which may cause minor discrepancies compared to precise totals.
2. Other Travel Includes Air, Rail, and Hotels.

FY24 GHG emissions and reduction progress analysis

Current Year: FY 2024/25

Our current inventory is outlined in the table. There have been no significant changes in our organisational and operational boundary since the base year, but over the years we have consolidated our property locations around the UK into a smaller portfolio.

Changes in Emissions since FY19/20

There is an overall reduction of 34% in GHG emissions from the base year. The key drivers of this reduction are:



Overall decrease of fuel combustion emission.

Our company owned and grey fleet vehicles (*scope 1 and scope 3, cat 6*) have decreased by 32% from 2019. Our data from recent years (this year and previous) is better quality, in comparison to the base year. We have saved 231tCO₂e in vehicle emissions compared to last year due to more accurate data from our grey fleet vehicles.



Switch to 100% renewable electricity at all our sites

In FY2019, half of our offices were supplied by renewable electricity; it is now 100%. The REGOs backed power supply means our Scope 2 emissions are zero under the market-based Scope 2 methodology.



Reduction of air travel

We have been focusing on our air travel emissions; the flight distance covered by employees has reduced to about a fifth since the base year.



Site portfolio optimisation

We closed five (small to medium) and one (large) office since FY19 and have a remote working policy that allows employees to work from home a number of days a week. This has reduced the tonnage of waste produced across our offices, driving the almost 300tCO₂e reduction in emissions associated with waste treatment.

Table 2. Ricoh UK's Current Year Emissions: FY2024/25^{1*}

Type of Emission	Activity	Emissions (tCO ₂ e)
Scope 1 (Direct)	Natural Gas	68.07
	Fuel Used in Company Vehicles	1,464.24
	Total Scope 1	1,532.31
Scope 2 (Indirect)	Cars - EV	8.59
	Purchased Electricity: Market-Based	-
	Total Scope 2	8.59
Scope 3 (Indirect)	Category 3: Fuel & Energy Related Activities	9.57
	Category 4: Upstream Transportation and Distribution	282.35
	Category 5: Waste Generated From Operations	1.41
	Category 6: Business Travel	1,152.89
	Category 7: Employee Commuting & Homeworking	805
	Category 9: Downstream Transportation and Distribution	60.99
Total Scope 3		2,312.37
Total tCO₂e Scopes Emissions (Market-Based)		3,853.26

1. Figures rounded to the nearest whole number which may cause minor discrepancies compared to precise totals.

*Where data was not available, reasonable estimates and assumptions were applied, including the assumption that employee commuting emissions per employee for FY24–25 remained consistent with the FY23–24 due to insufficient survey responses.

Total emissions in this category were adjusted for total number of employees in this reporting year





RUK Long term emission reduction targets to Net Zero

RUKs Progress to our Net Zero target

- Target reduction of 90% of our baseline year's total GHG emissions by 2045, with Scope 1 and 2 emissions decreasing by 90% by 2040.
- Our current Net Zero targets are a result of **strengthening our ambitions** for reducing our climate change impact, as announced in March 2024 by Ricoh Company Limited. therefore, RUK have created our own net zero targets aligned to the requirements of our customers.
- RUK have accelerated our reduction target year from 2050 for all scopes to 2045, and our scope 1 and 2 reduction target year to 2040.



- 2019 to 2045 emissions pathway is in line with the SBTi's 1.5-degree Celsius global average temperature rise scenario and assumes a linear trajectory.
- As the SBTi's Net Zero definition, we plan to use **carbon credits** generated by GHG removal carbon projects from 2045, to offset our residual 10% of baseline year emissions.

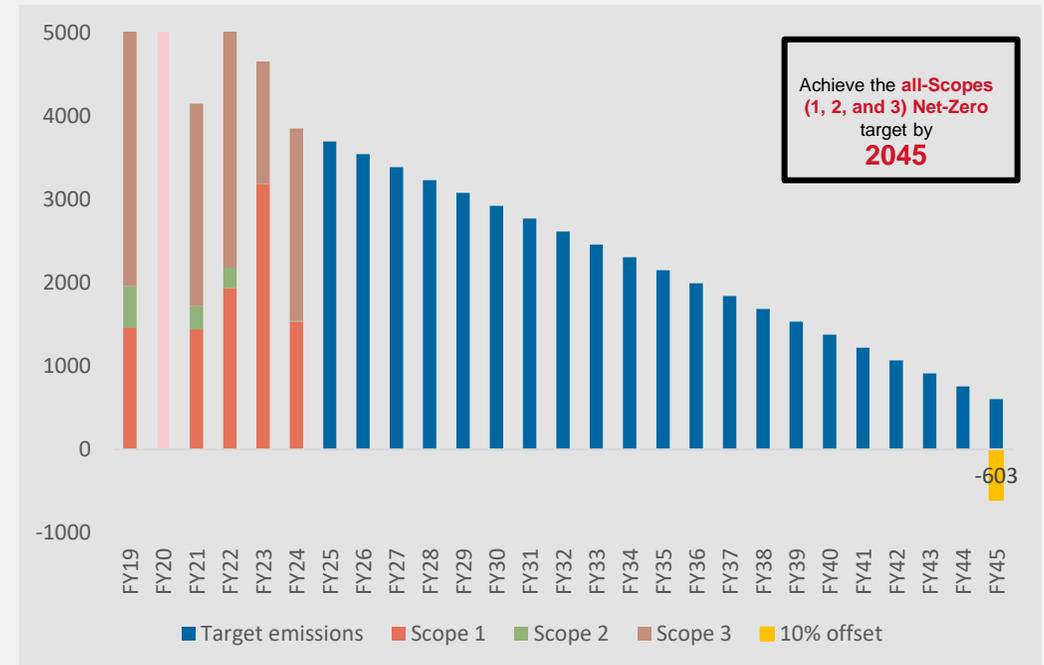


- As a member of RE100, we have signed up to 100% Renewable Energy by 2040. We are investigating the opportunities for a **green gas supply** to our sites.



- We are exploring ways to incentivise greener vehicle choices through our car allowance scheme and have made progress to **electrify** part of our owned vehicles.
- We are reviewing business travel emissions and continually improving our data collection and accuracy.

Baseline



*FY20 uncalculated Covid Year

Figures 1 Ricoh UK's emissions reduction target plans for 2045



Completed carbon reduction projects

The following environmental management measures and projects have been completed or implemented since the FY19/20 baseline. They have contributed to the circa quarter reductions in our all-Scopes emissions since the base year and these actions will be in effect when performing any contract.

Fleet operations and optimisation

Emissions due to travel for business purposes in company cars and our grey fleet represent a significant part of our emissions, and therefore reduction measures in this area make a significant impact to achieving our target.



- **Increased number of electric and hybrid vehicles within our fleet.** Most employees who drive for business purposes utilise our company car allowance scheme, and therefore, we have some control over the carbon intensity of these vehicles.



- **Installation of electric charging stations.** To support this transition to electric vehicles, we have increased the number of electric charging points on our commercial premises, ensuring that designated charging points are available for company vehicles, alongside additional charging points for employee personal use.



- **Overall reduction in service call mileage.** To optimise the use of our fleet and the distance travelled, we have increased the number of remote fixes by our contact centre, enabling a reduction in the number of miles taken by our engineers to service calls.



Supplier engagement

Lower carbon supplier fleet.

To reduce the emissions from upstream transportation and distribution, we have engaged in conversations with Ricoh UK's top logistics partner to inspire change of their urbanised fleet of vehicles to electric or hybrid.



Completed carbon reduction projects (continued)

Site consolidation and operations

Since our base year, we have reduced our estate and optimised our office space.

Reducing site-related emissions:

- Closed six offices.
- In 2023, our London Broadgate office closed and merged with our Ricoh Europe partners. Our Northampton office was downsized into a much more efficient space.
- Ensured 100% renewable electricity across our offices, to further reduce our Scope 1 and 2 emissions.
- Obtained ESOS reports and actioned any identified outcomes (where possible).
- Assessed our utility data to identify potential hotspots and acted on reduction opportunities.
- LED lighting expansion. We have installed LED lighting across our Bury St Edmunds, Merstham and Exeter sites.

Hybrid working:

- Lower office capacity has led to less office space needed.
- Reducing office occupancy has resulted in achieving lower energy consumption and waste generated.



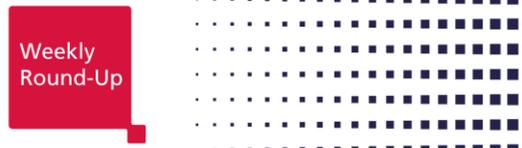
Employee engagement

- **ESG-related progress is presented bi-monthly.** ESG topics are a regular agenda item in our bi-monthly townhall meetings, where sustainability issues and progress are presented alongside wider business updates.
- **Progress towards Sustainable Development goals.** Promoted each year through raising awareness to ESG topics and promoting commitments such as a cycle to work scheme to reduce our footprint.



In the last year:

- Over 40 separate external communications have been made on topics of ESG to engage our customers and gather support for our initiatives, such as the car allowance scheme to exclude carbon intensive vehicles.
- Internally, our board director for ESG has cascaded 12 dedicated emails and 6 articles on environment-related topics. To our entire headcount to raise awareness to climate related issues and how they can support.



Client offerings

Lower Carbon Products. At Ricoh UK, our products and services are designed to help our customers meet their energy saving targets.

For example, all of our products use built-in (or add-on) energy saving features such as timers and sensors to limit device usage.



Future environmental measures

Planned projects

The following environmental and carbon management measures and projects are planned to be implemented by Ricoh UK to support our Net Zero target.

Fleet operations and optimisation



- **Salary sacrifice scheme** We will continue to promote the electrification of our fleet, through initiatives such as our salary sacrifice scheme which was launched in April 2024 to enable employees to lease EVs for business and/or personal use. We have already seen great interest in this, with 40 vehicles already ordered and a further 25 wishing to order. We are in the process of changing to a new provider so these 25 employees will be able to order once the scheme is relaunched in October 2025.



- **Progress to reduce emergency callouts.** We are continuing to leverage digitalisation of our services to directly reduce the number of emergency callouts. For example, we are progressing from onsite visits to self-resolution and to remote service support.



Site operations



- **Planned switch to green gas.** To reduce our on-site emissions, we are aiming to convert to green gas supply across some of our larger sites, engaging with landlords to make this transition.

Supplier engagement

We are working closely with suppliers to reduce emissions within our value chain by stronger controls around climate related targets and actions that they can take to support us on our Net Zero journey.



- **We will request that suppliers have ESG commitments in place** within all future high value or emissions intensive tenders.

Air Travel



- **Power Bi for travel booking platform.** We have developed a Power Bi Platform which allows us to report on cost and emissions related to air travel, rail travel and hotel stays. Ultimately, attributing air emissions to the relevant team and understanding the requirement for travel.



Future environmental measures (continued)

Client offerings

- **Market leading offerings: IMC Greenline.** We will engage our clients on the topic of sustainability through consistent commitment and communications on our market leading green offerings such as the new IMC Greenline.
- **Increase recycling rates and material recovery.** In terms of our products, we will implement circular economy initiatives such as increasing the recycling rate across our product lifecycles and improving the recovery of materials to reuse in the manufacturing process.
- **Carbon Balance Offering.** One of our main developments in this area will be the implementation of our Carbon Balance Offering in 2024, which involves working with a third-party climate partner to offset the full life cycle assured CO₂ emissions of our product.



Employee engagement

We will continue our current work to promote conversation around important environmental topics both internally and externally.



- **Upcoming volunteer programs.** To further this engagement, we have a series of upcoming volunteer programs planned in the next financial year, ranging from country park and habitat management to tree planting projects with customers and local councils.



- **Beehive sponsorship.** We are engaging with one of our partners to use a part of their green space to sponsor a bee hive.



Business Travel

- **Hotspot dashboard in development, driven by PowerBI to illustrate business travel emissions.** The dashboard will illustrate annual spend and emissions on air, rail and hotel business travel to highlight carbon hotspots within our footprint. Based on this analysis, further emissions reductions initiatives will be developed.



- **Subsidy scheme in development to reduce business travel emissions from hotel stays.** A hotel subsidy scheme is in development to encourage (via financial incentives) employees to stay at a friend or relative's house whilst travelling for business purposes. The aim is to discourage the use of a hotel, which contributes to our GHG inventory.



Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 and the associated technical guidance and reporting standard for Carbon Reduction Plans as issued by the Cabinet Office.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard³.

Ricoh UK has engaged Trident Utilities Ltd to develop its Carbon Reduction Plan (CRP) for FY April 2024- March 2025. This CRP has been independently reviewed by Trident for accuracy, completeness, and consistency of emissions data. The CRP has been prepared in accordance with Procurement Policy Note (PPN) 006, and reports emissions in line with the published standard for Carbon Reduction Plans, the GHG Reporting Protocol corporate standard, and the relevant Government greenhouse gas conversion factors where available. The report is based on information from multiple sources and, to the extent practically possible, is considered free from material misstatements

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the Supplier: Ricoh UK CEO, Chris Hopton

Date: 18th December 2025

1. <https://ghgprotocol.org/corporate-standard>
2. <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>
3. <https://ghgprotocol.org/standards/scope-3-standard>

