



Ricoh's COVID Safe Commitment (RCSC)

Ricoh is committed to ensuring that the return to work is safe and swift, whilst also adhering to the latest government guidelines. This COVID Safe Commitment has been developed for both our customers and employees. The health and safety of our employees and customers are of paramount importance. Our RCSC demonstrates how we will enable us all to move forward.

If you have any signs of the following symptoms please stay in self-isolation and follow the latest Government guidelines:



High Temperature



Persistent Cough or shortness of breath



A loss of, or change, in your sense of smell or taste

Ricoh wants to keep both employees and customers safe. Here's what to expect, as we work together:



Social Distancing

We will keep **informed** of the latest Government guidelines for social distancing and **adhere** to these in customer offices.



Wellness

If we are feeling unwell, with any **symptoms** of COVID, we will postpone any face to face meetings. We will **sanitise** hands on entry to offices. We **won't** shake your hand. We may choose to wear a **face covering**.



Work Places and Work Patterns

We will adopt a **flexible** approach to how we work, working together to find **appropriate** times to meet.



Ways of Meeting

We will utilise **technology** to help ensure we are meeting appropriately, with a **mix** of **online**, and **face to face** where all parties are comfortable.



Digital Files

We will supply **digital** files, but will also provide **printed** copies if the customer would **prefer** them in that **format**



Comfort and Safety

Neither party should be **offended** if the meeting needs to be postponed– everyone must be **comfortable** and feel **safe**.