

RICOH UK DIVERSITY AND INCLUSION STRATEGY

OUR CULTURE AND LEADERSHIP

We have a firm commitment to build on our culture of openness and to grow our diverse workforce by 2020. Our executive sponsor is Phil Keoghan, and we have a Diversity and Inclusion Steering Group.
Ricoh. Vibrant in everything we do

EQUALITY AND DIVERSITY PRACTICES & POLICIES

Fair policies and procedures • Zero tolerance on bullying and harassment • Gender pay gap reporting • Equal pay

RECRUITING AND ENABLING OUR TALENT

Ensuring we are attracting a diverse talent pool that is reflective of the communities we operate within and all employees, current and future, have the opportunity to reach their full potential to enable us to achieve our organisational goals

- *Girls in stem* • *Ban the Box* • *Jargon free jobs* • *Succession Planning* • *Career Paths* • *Four Tier Leadership* •

WAYS OF WORKING AND OUR POLICIES

Adopting policies that support the needs of a diverse and inclusive workforce, building agility and flexibility to suit the needs of the individuals and the business

- *Agile working practices* • *Organisation & job design* • *Inclusive Leadership* • *Retirement Policy* • *Support for working families* •

OUR FOCUS AREAS

WORKING IN PARTNERSHIP

Using partnership to develop a common ethos and approach to diversity to bring about positive change through diversity and inclusion, creating benefits for Ricoh, individuals, other organisations and society

- *Customers* • *Prince's Trust* • *Employability Workshop* • *Partnership with Moving Ahead* • *Supporting Ex-Offenders*

PROVIDING TOOLS AND SUPPORT

Supporting employees with the tools, development and programmes needed to ensure a positive work environment to promote fairness, inclusion and collaboration across Ricoh, internally, and externally with all our stakeholders

- *Unconscious bias training* • *Internal mentoring programs* • *External mentoring programs* • *Enabling networks* •

OUR TARGETS AND KEY PERFORMANCE INDICATORS

Data • Analysis • Benchmarking • Reporting

• Gender composition of our workforce as a whole

	Number of employees	%
Male	1,766	75.7%
Female	568	24.3%
Total	2,334	

• Gender composition of our workforce by career level

	Director	%	Senior Manager	%	Manager/ Professional	%	Other Employee	%
Male	8	0.34%	53	0.3%	494	21.2%	1,211	51.9%
Female	1	0.04%	6	2.3%	138	5.9%	423	18.1%
Total	9	0.39%	59	2.5%	632	27.1%	1,634	70%

• Gender composition of our workforce by occupational group

	Manager/ Director	%	Administration	%	Technical	%	Professional	%	Sales	%
Male	228	9.8%	114	10.3%	812	34.8%	38	1.6%	254	10.9%
Female	46	2%	241	4.9%	10	0.4%	46	2%	66	2.8%
Total	274	11.7%	355	15.2%	822	35%	84	3.6%	320	13.7%

	Operational	%	Customer Service	%
Male	260	11.1%	60	2.6%
Female	105	4.5%	54	2.3%
Total	365	15.6%	114	4.9%

• Promotion rates by gender

	Unit of measure	Women	Men
Non-management to management level	%	4.4%	2.7%
Management level to Senior Management level	%	0%	1.9%
All promotions	%	10.4%	4%
New Board Members (numbers)	People	0	0

• Ethnic composition of Ricoh UK workforce

	Number of employees	%
BAME	187	8%
White	1,552	66%
Unknown	595	25%
Total	2,334	

• Ethnic composition of our workforce by career level

	Director	%	Senior Manager	%	Manager/ Professional	%	Other Employee	%
BAME	1	0.04%	3	0.1%	49	2.1%	134	5.7%
White	7	0.3%	52	2.2%	509	21.8%	984	42.2%
Unknown	1	0.04%	4	0.2%	74	3.2%	516	22.1%
Total	9	0.4%	59	2.5%	632	27.1%	1,634	70%

• Ethnic composition of our workforce by occupational group

	Manager/ Director	%	Administration	%	Technical	%	Professional	%	Sales	%
BAME	16	0.7%	27	1.2%	69	3%	12	0.5%	23	1%
White	79	3.4%	234	10%	591	25.3%	59	2.5%	224	9.6%
Unknown	20	0.9%	94	4%	162	6.9%	13	0.6%	73	3.1%
Total	274	11.7%	355	15.2%	822	35.2%	84	3.6%	320	13.7%

	Operational	%	Customer Service	%
BAME	32	1.4%	8	0.3%
White	127	5.4%	79	3.4%
Unknown	206	8.8%	27	1.2%
Total	365	15.6%	114	4.9%

• Promotion rates by ethnicity

	Unit of measure	BAME	White	Unknown
Non-management to management level	%	0%	0.8%	5.4%
Management level to Senior Management level	%	0%	1.9%	0%
All promotions	%	7.5%	7.2%	6%
New Board Members (numbers)	People	0	0	0

- Return rate for Maternity and Shared Parental Leave

	All employees (Women)	Senior Managers (Women)	Managers (Women)	Other employees (Women)
Return rate	76.3%	N/A	100%	73.5%
Retention rate 26 weeks after return	79.3%	N/A	75%	80%
Retention rate 52 weeks after return	87%	N/A	50%	90%

Ricoh UK have yet to receive a request for Shared Parental Leave, and therefor unable to report any data

- Uptake of flexible working

Ricoh UK aim to offer a degree of flexibility within working patterns, location and hours to accommodate a positive work life balance, for this reason we have many informal agreements around flexible working.

	Male	Female	All employees
Formal agile workers	14	85	99
Part Time	11	75	86
Study Leave	2	2	4
Job Shares	0	2	2
Flexibility around school holidays	0	3	3
Full Time flexibility across days	1	3	4