

# CSR Summary Report 2021

# This CSR Summary Report 2021 outlines the most important aspects of our CSR activities as well as presents our efforts to make our products more environment-friendly, and to use our plants to create products with outstanding environmental performance in FY2021.

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Corporate Social Responsibility

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### **CSR at KYOCERA Document Solutions**

As member of Kyocera Group, under the management rationale, "To provide opportunities for the material and intellectual growth of all our employees, and through our joint efforts, contribute to the advancement of society and humankind", we conduct business based on the Kyocera Philosophy. The principle of Kyocera Philosophy is "Do the right thing as a human being" as the basis of its decision-making criterion. The Kyocera Philosophy is also the basis for our CSR activities. We endeavor to contribute to the healthy development of society as well as to work on the solution of CSR issues, build mutual trust with stakeholders and achieve Kyocera Group's continuous development through the practice of the Kyocera Philosophy.



### **Corporate Governance**

As a member of the Kyocera Group, Kyocera Document Solutions has established the following system of corporate governance and internal controls to ensure that the execution of their duties by directors complies with all laws and regulations as well as its articles of incorporation, and to achieve sound, fair, and highly transparent corporate governance based on the Kyocera Philosophy and Management Rationale.



### **CSR Activity Highlights in FY2021**

#### 1. WorldStar Award 2021 in the Electronics Category

The packaging for the dual sided, duplex automatic document feeders equipped in our MFPs won the WorldStar Award 2021 in the Electronics category. Organized by the World Packaging Organization (WPO), The WordStar competition is a prestigious international event. Only product packages that have won recognition in national or regional competitions are eligible to enter. The WorldStar competition evaluates entries on their environmental performance, economic efficiency, originality, etc., with awards going to especially outstanding packages. This was the 10th time Kyocera Document Solutions won this award.

Our award-winning packaging for dual sided, duplex automatic document feeders uses only cardboard cushioning material, instead of plastic, in order to reduce emissions of carbon dioxide and hazardous substances throughout the product life cycle. We were able to meet the challenge of maintaining packaging strength without increasing the amount of cushioning material by effectively using packaging parts that were previously discarded and

improving the shape of the cushioning material for packaging that is strong enough to withstand our rigorous packaging tests.

This packaging design also won the Industrial Packaging Award at the 2020 Japan Packaging Contest. Held annually by the Japan Packaging Institute with the aim of promoting the development and use of high-quality package designs and packaging techniques, the Japan Packaging Contest is the biggest competition of its kind in Japan.

We are continually looking for new ways to make our packaging materials as minimal and environmentally friendly as possible.



**WINNER 2021** 



Award Winner

Packaging cutaway

#### 2. APCO Award 2020

Kyocera Document Solutions Australia won the 2020 Australian Packaging Covenant Organisation (APCO) Award in the Electronics category. The Australian Packaging Covenant is a national regulatory framework that sets out how governments and businesses across Australia share the responsibility for managing the environmental impact of packaging. The Covenant aims to reduce consumer packaging waste by supporting the following two goals:

- 1. Optimizing resource recovery of consumer packaging through the supply chain
  - adopting approaches that make changes in the way we design, use and buy packaging and packaged products so that packaging uses fewer resources and is more easily recycled.
- the supply chain sign, use and buy wer resources and
  - enabling packaging materials to be returned to the economy thereby minimizing waste associated with the generation and consumption of consumer packaging across the supply chain.
- 2. Preventing the impact of fugitive packaging on the environment by adopting approaches that support new innovations and find solutions to collect packaging materials or waste before they enter the environment, or support the adoption of new or alternative types of packaging.:

The APCO Awards recognize Australian organizations leading the way in sustainable packaging design and innovations.

#### Comment by Ryosuke Okochi, managing director of Kyocera Document Solutions Australia:

At Kyocera Document Solutions Australia we are always looking to keep our environmental footprint small and keep our goals big. We are pleased to have won the APCO Award in the Electronics category. We believe this award is a testament to our commitment to reducing consumer packaging through design and the use of recycled materials.

#### 3. Rated Highest by German Industry Magazine FACTS

The ECOSYS M5526cdw A4 color MFP was rated most highly in environmental performance by the German industry magazine FACTS. FACTS provides information and reviews about new products across the board, including office software and equipment. After comparing four models in the category of MFPs with a capacity for printing 21 to 26 pages of A4 size paper per minute and reviewing them in terms of consumables, power consumption, and product strategy, the magazine gave the ECOSYS M5526cdw its highest



#### Comment by Dietmar Nick, general manager of Kyocera Document Solutions Deutschland :

Today, sustainability is one of the most important issues that companies around the world must address over the next few years. Customers and partners in Germany are looking for sustainable solutions that reduce their environmental impact. We are continually working together under our corporate motto, "Respect the Divine and Love People," to deliver optimal solutions to our customers.

In 1997, our printer was the first in the world to be awarded the German environmental label, Blue Angel, which stands as a symbol of our commitment to the environment. Through our Print Green sales promotion initiative that aims to protect the environment by providing our customers with eco-friendly MFPs, printers, and toners, we are helping our customers digitize their information processes with software solutions that shrink their carbon footprin

#### 4. Signing an Agreement to Protect and Restore Rural Landscape with a Local **Environmental Organization**

: Scirpus mitsukurianus Makino and Pogostemon yatabeanus

: Hosta longissima Honda ex F.Maek

: Mortonagrion selenion, Lefua echigonia, and Cybister brevis

As part of our environmental efforts, we have been participating in biotope restoration activities led by Sugashi Uda Sataoki Kankyo Hozenkai, a local environmental organization, since 2020. The biotope restoration activities have been designated by Mie Prefecture as a "Mie Hometown Support Company Promotion Project," designed to revitalize farming and fishing villages. Kyocera Document Solutions signed an agreement with the environmental organization which was witnessed by the governor of Mie Prefecture and the mayor of Tamaki Town. hen we started participating in the project, rice paddies located at the bottom of a valley had been abandoned for more than 10 years due to the difficulty of introducing agricultural machinery, which made rice farming labor intensive. They had turned to wetlands where Japanese alder and sasa palmata thrived due to constant inundation from an underground water source. Today this wetland area is being steadily transformed into a biotope through weeding, thinning, planting, maintenance of waterways, etc. In addition to this work, the biological survey started in 2018 confirmed that many rare plants and animals\* on the Red List of Threatened Species live in the area. Since the biotope is expected to be used for research on rare plants and animals and as a place for environmental learning, we are constructing a timber walkway here to provide children with a safe and environmentally friendly learning environment while working on development of the biotope.

\* Plant species listed as Vulnerable Animal species listed as Vulnerable Plant species listed as Near Threatened Animal species listed as Near Threatened : Neozephyrus japonicus and Hydaticus bowringi Clark (Source: Mie Prefecture Red Data Book 2015)

清し有田佐田沖環境保全会・京セラドキュメントソリューションズ株式会社玉城工場 星地里山の保全・再生の取組に関する協定時結式 気セラドキュメントンリューショ KUDCERE







Cutting grass

Building a wooden path

#### 5. Donating Christmas Gifts to Children

Employees of Kyocera Document Solutions America participated in Toys for Tots, a charity program that distributes toys to less fortunate children at Christmas. In 2020, our 15th year of partnering with the program, employees donated about 50 toys for tots just ahead of Christmas. Also, employ-

ees at Kyocera Document Solutions Deutschland bought 40 gifts and donated them to Initiative Schmetterling Neuss e.V., a local NPO. It was the third year the company participated in this charity program. This NPO supports families with children suffering from life-threatening diseases, and these Christmas gifts were given to children through the NPO.





Employees of Kyocera Document Solutions America donating the toys



Gifts bought by employees of Kyocera Document Solutions Deutschland

#### 6. Participation in Business Clean Up Day

Since 2003, Kyocera Document Solutions Australia has participated in Business Clean Up Day, a volunteer cleanup event that takes place annually across Australia. In FY 2021, 17 employees participated in the event and cleaned up Magdala Park located about three kilometers away from their office building in a suburb of Sydney.



Employees participating in the cleanup activity (The photo taken before Covid-19 pandemic)

#### 7. Supporting Typhoon Victims

Employees donated relief supplies such as clothes, drinking water, canned food, and toiletries to communities in southern Luzon that were severely affected by typhoons that struck in October and November 2020. This donation was made in the spirit of "bayanihan," the traditional Filipino custom of helping one another.



Relief supplies donated by employees

### **ECOSYS** Concept

Since the release of our first ECOSYS printer, the ECOSYS FS-1500, in 1992, we have continued product development based on the ECOSYS concept, in which environmental impact is minimized by maximally extending the life of printer parts and thereby reducing part and supply waste (Ecology), and economic advantages are provided to the customer (Economy).





EPEAT

Blue Angel

No mark : Certification to be applied for in April 2021 or laterntal Labels in FY 2021

Eco Mark

The first ECOSYS printer, ECOSYS FS-1500

### **Products Certified for Environmental Labels in FY 2021**

Environmental labels help customers easily identify environmentally friendly products. We are committed to making environmentally friendly products and is actively working to acquire environmental label certification. In FY 2021, the products presented in the table to the right were certified or registered for environmental labels.



Environmental Label

Product Name



### **Environmental Activities in FY 2021**

"Respect the Divine and Love People" is the Kyocera Group's corporate motto, and you can see it at work in everything we do. All of our corporate activities rest on the three pillars of coexistence ("Living Together"): coexisting harmoniously with our society, our global community, and nature. Committed to environmental management, the Kyocera Group as a whole aims for sustainable corporate development with the aim of integrating the goals of a healthy environment and economy. We use an environmental management system to achieve environmental management that is in line with the Kyocera Group Environmental Safety Policy.



#### 1. CO<sub>2</sub> Emissions at Kyocera Document Solutions Locations (FY 2021)<sup>\*†</sup>

#### 2. Electricity Consumed and Industrial Waste Generated at Kyocera Document Solutions Locations (FY 2021)

	Japan	China Plant	Vietnam Plant	The Americas	Europe	Group Total
Electricity Consumption (kWh)	51,741,372	38,206,519	9,863,346	4,065,001	3,010,838	106,887,076
Industrial Waste Generation (kg)	578,338	427,777	782,434	34,131	65,565	1,888,245

#### 3. FY 2021 Environmental Activities under Global EMS\*

Category	FY 2021 Targets		FY 2021 Results
Energy use (crude oil equivalent)	Reduce energy use per unit of toner output by 2.0% year on year	Reduced 1.8 %	Target unmet due to a delay in implementing energy saving measures
Greenhouse gas emissions	Reduce emissions by 671 t-CO2 from the previous year	Reduced 142 t-CO <sub>2</sub>	Target unmet due to a delay in implementing energy saving measures
Industrial waste generation	Reduce waste generation per unit of toner output by 1.0% year on year	Reduced 17.6 %	Reduced wastewater emissions due to improved operating efficiency of facilities
Water use	Reduce waste generation per unit of toner output by 1.0% year on year	Reduced 5.1 %	Reduced water use via wastewater recycling
Biodiversity conservation	Formulate and implement a biodiversity action plan	8 measures implemented	Participated in biotope restoration and other activities
Plastic reduction	Formulate and implement an action plan for reducing plastic	<b>5</b> measures implemented	Reduced the use of plastic bottles by installing water purifiers and encouraging employees to carry their own reusable bottles

\*2 EMS stands for Environmental Management System which covers the Hirakata plant, Tamaki plant, the Osaka Headquarters of Kyocera Document Solutions Japan, as well as our China plant and Vietnam Plant.

# Tamaki Plant

704-19, Aza Matabe Nojino, Tamaki-cho, Watarai-gun, Mie, Japan

Business Operations	: Manufacturing of color and monochrome toner
Total Site Area	: 101, <i>5</i> 11m <sup>2</sup>
Total Floor Space of	: 36,552m²
Buildings	
Greening Ratio	: 20.3%
Number of Employees	: 249 (as of March 31, 2021)
Electricity Consumption	: 35,006,062kWh (FY 2021)
Water use	: 87,683m <sup>3</sup> (FY 2021)
Industrial waste generation	: 469,430kg (FY 2021)



The Tamaki Plant is located in the Mie Prefecture town of Tamaki, just west of the Ise Grand Shrine. We mainly peoduce toner, covering everything from development to production of toner cartridges, which are consumables for multifunctional products (MFPs) and printers. We have placed a special focus on CSR activities with the aim of achieving the sustainable growth and development of these vital operations. Nestled amid nature's abundance, the plant is adjacent to towns as well as farmland. That's why we place a priority on environmental conservation, coexistence with local communities, and workplace safety.

As part of our environmental efforts, we apply our own standards that are stricter than legal requirements to manage industrial wastewater, dust, and other pollutants generated by our plant. Tamaki encompasses wetlands that have been confirmed to be a habitat for rare species of animals and plants. We are helping to develop a biotope there that can be used for studying rare animal species and environmental education. In an effort to build bridges with local communities, we not only conduct our own cleanup activities in the area near the plant but also participate in local cleanup events. As part of our youth development initiatives we offer learning opportunities that include environmental classes at local elementary schools and work experience programs for junior high school students.

In order to ensure a safe workplace, we make continuous improvements to our ISO 45001-certified occupational health and safety management system. On top of that we have the Perfect 5S, an in-house standard that makes sure the 5Ss (i.e., sort, set, shine, standardize, and sustain) are in perfect order, to make our workplace completely safe and accident-free. Through these efforts, we continuously work toward achieving our own sustainable development goals, and report on our activities to local communities, suppliers, and local government agencies at regular CSR briefing sessions.

#### Letter of Appreciation from Tamaki Town's Social Welfare Council

e received a letter of appreciation from the Tamaki Town's Social Welfare Council for our contribution to local social welfare projects through donation activities over the years. Tamaki Town hosts the annual Tamaki Town Social Welfare Convention to recognize individuals

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	ちと表	社会議員	上に言	<b>森 武元林</b>	

The letter of appreciation

and organization that have made outstanding contributions to the welfare of the community. Although the event for fiscal 2021 was cancelled due to the COVID-19 pandemic, this was the first time in six years that our plant received a letter of appreciation. We will continue to do our part in promoting social welfare projects in the area.

#### **Cleanup Activity at Tamaru Castle Ruins**

We team up with the labor union to participate in cleanup events at the Tamaru Castle Ruins organized by Tamaki Town every spring and fall. Designed to get everyone in the community involved in preserving and nurturing Tamaki Town's historical and cultural heritage, the event brings local organizations and companies together to work on mowing the grounds and cleaning up the site.



Participants cleaning up the site

#### Environmental Classes for Kids' ISO 14000 Program

Mie Prefecture is promoting the Kids' ISO 14000 Program (Primary Level) for elementary school students in order to raise environmental awareness through energy conservation activities at home. Designed to provide hands-on environmental learning opportunities, the program is implemented under the prefecture's basic environ-



Environmental class

mental plan. We have been supporting this program and conducting environmental classes at elementary schools in Tamaki since 2005.

#### **Participation in Biotope Restoration Activities**

We have been participating in biotope restoration activities organized by Sugashi Uda Sataoki Kankyo Hozenkai, a local environmental organization, since 2020. Activities in fiscal 2021 included cutting the grass around the biotope, transplanting rare plants, and building a wooden path.



Building a wooden path

## Hirakata Plant

1-38-12, Tsudakita-machi, Hirakata-shi, Osaka, Japan

Business Operations	: Manufacturing of MFPs (multifunctional products) and printers, toner, and ink; storage and shipping of products and parts
Total Site Area	: 46,017m <sup>2</sup>
Total Floor Space of	: <i>5</i> 8,978m <sup>2</sup>
Buildings	
Greening Ratio	: 18.4%
Number of Employees	: 250 (as of March 31, 2021)
Electricity Consumption	: 11,841,288kWh (FY 2021)
Water use	: 28,665m <sup>3</sup> (FY 2021)
Industrial waste generation	: 49,556kg (FY 2021)



The Hirakata Plant is now in its 57th year of operation. While the plant is conveniently located within close proximity to the three cities of Osaka, Kyoto, and Nara, its immediate surroundings are blessed with nature's abundance. That includes the Hotani River and Yamada Pond, which is famous for bird watching, as well as the Hotani area, which is listed among the top 1000 Monitoring Sites<sup>\*1</sup> and Top 100 Villages of Japan.<sup>\*2</sup> In order to protect this rich natural environment, we carefully control the quality of air and wastewater released from the plant, conserve energy, reduce and reuse waste, and regularly clean up nearby roads and riverbeds. We also promote the 55s via our occupational health and safety management system to ensure that there are no accidents or disasters while improving the welfare of our employees so that they can rest knowing the place where they work is safe and sound. We owe it to our neighbors in the local community who have supported us over the years and helped us come this far. We will continue to work on activities that fulfill our corporate social responsibility.

\*1 Priority rural survey areas designated by the Ministry of the Environment \*2 Selected by the Asahi Shimbun and the Forest Culture Association

#### Supporting a Sheltered Workshop with Cookie Sales

The sheltered workshop located near the plant provides employment for people with disabilities to help them become independent working adults. It sells cookies for a profit to provide its workers with a healthy and rewarding work environment. To help support the

workshop, we set up a shop in our plant every month and sell its cookies. In light of the COVID-19 pandemic, cookies are currently sold to employees on a pre-order basis and delivered to them in the plant at a later date in order to prevent the shop from getting crowded.



Cookie shop set up in the plant

#### **Enhanced Security for Export Cargo**

We have taken steps to ensure security control of our products and parts, including 360-degree surveillance cameras installed in the area on the first floor of Plant No. 5 where cargo processed under the authorized exporters' declaration system is stored as well as replacing the fence around the plant with a new one.



Enhanced fence

#### Adopt-a-Road & River Program

We have been participating in Adopt-a-Road & River, a cleanup program organized by Osaka Prefecture, since 2004. We clean the sidewalk leading from the nearest train station to the plant's main gate once a month under the Adopt-a-Road program and clean the walkway along the left bank of the Hotani River that runs beside the plant once every three months under the Adopt-a-River program.



Adopt-a-River

Adopt-a-Road

#### **Driver Safety Seminar**

Once a year, we invite a lecturer from a nearby police station or a non-life insurance company to hold a driver safety seminar for employees who hold a license to drive a company vehicle and employees who commute by private car, motorcycle, or bicycle. Seminar videos are made available to employees who are unable to



Driver safety seminar

attend the seminar, such as those who work the night shift.

#### Clean & Green Plant

# China Plant

3 Fang Zheng East Road, Shilong Town, Dongguan City, Guangdong Province, People's Republic of China

Business Operations	: Manufacturing of MFPs (multifunctional products), printers, and photoreceptor drums
Total Site Area	: 136,969m <sup>2</sup>
Total Floor Space of	: 231,792m <sup>2</sup>
Buildings	
Greening Ratio	: 21.0%
Number of Employees	: 5,638 (as of March 31, 2021)
Electricity Consumption	: 38,206, <i>5</i> 19kWh (FY 2021)
Water use	: 362,337m <sup>3</sup> (FY 2021)
Industrial waste generation	: 427,777kg (FY 2021)



Ever since we began producing multifunctional products (MFPs) and printers in 2001, the China Plant has been doing its best to make quality products that are trusted and chosen by customers while making conscious efforts to improve its operations, all with the aim of achieving the Kyocera Group's objective to make Kyocera the No. 1 company that is looked up to by people around the world. All of us at the Shilong Plant work every day with the Kyocera Group's management rationale in mind, that is, "to provide opportunities for the material and intellectual growth of all our employees, and through our joint efforts, contribute to the advancement of society and humankind," which we believe will lead to creating a sustainable world. We also believe that promoting prosperity in our entire supply chain is a must in order to realize this management rationale, so we are working together with our suppliers to address human rights, environmental conservation, occupational safety and health, and compliance throughout our operations. As a member of the Kyocera Group, we not only comply with domestic laws and regulations but also with international standards, such as the United Nations Universal Declaration of Human Rights and the International Labor Organization (ILO) Declaration on Fundamental Principles and Rights at Work. As part of our environmental initiatives, we are replacing conventional equipment with the latest energy efficient models to save energy. Aiming to minimize our environmental footprint, we also set more demanding targets for limiting effluent and exhaust air released from our plant than required by local standards to keep water and air cleaner. When it comes to reducing waste, each and every employee makes a conscious effort to reuse and recycle with the aim of making our operations waste-free throughout the plant. On top of that, wastewater from the production process is treated and reused to replenish the water supplied to the plant's production facilities.

#### **Eco** Action

We carry out various environmental activities under the banner, "Eco Action," during the four months from June to September. The slogan for FY 2021 was "Join the green manufacturing team. Save energy, make less waste." Working under this slogan, the plant's CSR

department conducted 5S safety and environmental patrols and solicited proposals for improving the environment. It received 169 proposals from employees, out of which 154 were adopted.



Slogan posted in the plant

#### **Kyocera Classes**

We have been offering Kyocera Classes at vocational schools across China since September 2012 with the aim of introducing students to Kyocera technologies and know-how. Classes are currently being taught at six schools to approximately 1,100 students.



Kyocera Class (The photo taken before Covid-19 pandemic)

#### **Reducing VOC\*1 Emissions**

In order to reduce VOC emissions, modification work was carried out from October 2019 to May 2020 to revamp the exhaust gas treatment system for the removal of THF,\*2 which is installed on the drum plant's

production line. This enabled us to reduce VOC emissions by approximately 4,756 kg annually.

- \*1 Volatile organic compounds

Revamped exhaust gas treatment system for the removal of THF

#### **On-site Daycare**

\*2 Tetrahydrofuran

As part of our efforts to create a better working environment for employees with children, we operate an on-site daycare facility, Tongle Yuan, with the help of the plant's labor union. We also offer the Kyocera Summer Class, a program that provides temporary care for children during summer vacation. In FY 2021, fifty-four children of employees participated in the program.



Christmas party at Tongle Yuan (The photo taken before Covid-19 pandemic)

#### Clean & Green Plant

## **Vietnam Plant**

Land Lots No. 56A, 56B, 56C, VSIP Hai Phong Township, Industrial and Service Park, Dinh Vu-Cat Hai Economic Zone, An Lu commune, Thuy Nguyen District, Hai Phong City, Vietnam

Business Operations	: Manufacturing of printers, MFPs (multifunctional products), and toner containers; research and development
Total Site Area	: 200,446m <sup>2</sup>
Total Floor Space of	: 226,777m <sup>2</sup>
Buildings	
Greening Ratio	: 30.0%
Number of Employees	: 5,177 (as of March 31, 2021)
Electricity Consumption	: 9,863,346kWh (FY 2021)
Water use	: 90,286m <sup>3</sup> (FY 2021)
Industrial waste generation	: 782,434kg (FY 2021)



Launched on October 1, 2012, the Vietnam Plant is Kyocera Document Solutions' second plant to start production outside Japan, following the China Plant. In order to achieve Kyocera's management rationale, "to provide opportunities for the material and intellectual growth of all our employees, and through our joint efforts, to contribute to the advancement of society and humankind," we are diligently working to make our plant the best in Vietnam. We not only serve as a production site but also have a research and development division. Providing a work environment where talented Vietnamese people can utilize their skills enables us to contribute to Vietnam's regional development.

#### **Energy Conservation Efforts**

We installed a temperature and humidity indicator panel to ensure that the air conditioning settings in the plant are appropriate. The floor temperature control staff adjust the setting if the room temperature becomes excessively low. To prevent wasting energy from lights left on in empty rooms, we installed a motion sensor in a room where employees store frequently used dishes and food so that the lights stay on only when it is in use.



The temperature and humidity indicator panel that has been installed



Motion sensor for the lights

#### Promoting Biodiversity Conservation Activities

As part of its Biodiversity conservation efforts, the Vietnam Plant is growing rau ngót, a native Vietnamese leafy vegetable, on its premises. The harvested vegetable is served to employees during lunch.



Farm on the plant's premises

manuel

Harvested Vietnamese vegetable

#### Year-end Mutual Aid Fundraising Activity

Before the Vietnamese Lunar New Year (or Tet), we called on our employees to donate money to charity. The money raised, plus contributions from the plant and labor union, was used to buy daily necessities and school supplies, which were donated to an orphanage and a school for the deaf in the area. (The photos taken before Covid-19 pandemic)



Donation to an orphanage

Donation to a school for the deaf

#### Scholarships to Students at Vietnam Maritime University

Helping to sow the seeds that will give rise to the next working generation in Vietnam, we award scholarships to students at Vietnam Maritime University in Hai Phong. Since the start of the scholarship program in 2013, scholarships have been awarded to 31 students.



Students who received the scholarship (The photo taken before Covid-19 pandemic)

#### **KYOCERA Document Solutions Inc.**

1-2-28 Tamatsukuri, chuo-ku, Osaka 540-8585, Japan Tel: +81-6-6764-3611 Inquiries: CSR Division, Corporate General Affairs Division, KYOCERA Document Solutions Inc. www.kyoceradocumentsolutions.com/company/csr



Information in this report is correct as of end of October 2021.  $\ensuremath{\textcircled{}}$  2021 KYOCERA Document Solutions Inc.