

RICOH WAY

MISSION

We are committed to providing excellence to improve the quality of living and to drive sustainability

VISION

To be the most trusted global company.

VALUES

Customer Centric
Passion
Gemba
Innovation
Teamwork
Winning Spirit
Ethics & Integrity

FOUNDING PRINCIPLES

The Spirit of Three Loves

“Love your neighbor”
“Love your country”
“Love your work”

Performance Management: Mid-Term Check-In Meetings

By: Patricia Victorio



We are at the midpoint of the 21-1 term and it is time for both leadership and employees to turn their attention towards the Mid-Term PDS Check-in Meeting. Before you begin preparing for your meetings, **it is important to remember that the 21-1 PDS forms MUST BE in**

Plan Approved status. This step should have been completed by the deadline in May 2021. If yours, or your teams, form is not in Plan Approved status, please take action NOW!

Three reasons mid-term check-in meetings are important:

1. The meeting allows for leaders to provide meaningful feedback. Providing both positive and negative (constructive) feedback is important to employees and can lead to better employee engagement. We all want to know what we are doing right and what can be done better! Remember, not only should employees be asking for feedback, managers should be asking for feedback as well! This is a two-way conversation!
2. Employees and their managers can discuss the current status of the employee's goals and objectives for the term. While updates should take place throughout the course of the term, this mid-term check-in meeting allows for a more thorough discussion of goals and objectives, and any changes that might be needed. Do we need to add, delete, replace, or edit any of the objectives, or our development, objective?
3. It makes the term-end appraisals much easier! If done correctly, the mid-term check-in will help make your term-end appraisals easier because key strengths and areas for improvement will have already been discussed, and expectations set. As such, this will help avoid any term-end surprises.

As always, if you require any specific assistance, please contact HR!

Ricoh Cares!

Employee Recognition



Employee recognition is an important motivational tool and a way to express appreciation for an individual's hard work and effort. Here are some ways recognition motivates employees:

- Shows appreciation
- Sets performance standards
- Helps an employee reach goals
- Encourages collaboration
- Acknowledges important milestones or performing above and beyond
- Improves team spirit
- Helps with employee retention

As a reminder, HR launched the *People are Everything* tool last year which allows employees, managers, and colleagues to recognize milestones and achievements. Through the tool, you can send eCards for a variety of events – Thank You, Birthdays, Work Anniversaries, Welcome Aboard, Support, Appreciation, Get Well, Holidays and even Safety reminders!

If you haven't used REI's new program, try it! It's quick and easy.

How to log on:

Log on to the *People Are Everything* website directly (via Chrome for best results) by going to www.PeopleAreEverything.com. Pin it to your browser to make it convenient to access.

-OR-

On Newswire, click on Employee Recognition / Link to People Are Everything

Need assistance?

If you need assistance logging in or using the website, please contact the People Are Everything call center at 800-535-5690 or help@PeopleAreEverything.com. They're staffed to help REI employees login and use the portal. Or contact Tina Sullivan in Human Resources at Tina.Sullivan@rei.ricoh.com or 678-376-6345.

Ricoh Electronics, Inc.
Human Resources Department
1125 Hurricane Shoals Road
Lawrenceville, GA 30043

Ricoh Cares!

SAVE THE DATE

7/2 – 8/2

JG Dyer Book Bag Drive

7/20

American Red Cross Blood Drive
1:30 p.m – 6:30 p.m.
Lawrenceville T2 Conf/Training Rm

9/21

American Red Cross Blood Drive
Lawrenceville T2 Conf/Training Rm

9/25

Adopt-A-Road and Lake Cleanup
9:00 a.m. – 12:00 p.m.
Lawrenceville T1

10/18 – 11/19

Thanksgiving Food Drive

11/29 – 12/17 (Tentative)

Friends4Seniors Gift Bag Collection

12/4

Adopt-A-Road and Lake Cleanup
9:00 a.m. – 12:00 p.m.
Lawrenceville T1

12/9

American Red Cross Blood Drive
Lawrenceville T2 Conf/Training Rm

Proactive Safety

vs.

Reactive Safety

By: Sean Sanders



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Proactive Safety is a way to try to resolve issues before an incident or accident occurs versus reacting to an incident after it takes place and the damage is already done.

Elements for proactive safety include:

- safety communication and review
- employee training
- job hazard analysis (JHA)
- auditing and inspection of equipment and operations
(i.e. 5S Management tours and department auditing for Safety and Compliance)

REI has several additional programs where everyone can participate:

- Safety 2-Way Communication
- Stretch & Flex
- Hazard Recognition
- Safety Circle tours

These programs allow all employees to work together to proactively address potential hazards and maintain a safe work environment.

Always keep Safety on the forefront! Ricoh Way Production System Key Fundamental #1, **Think Safety; Act Safely**, means safety is our first priority in everything we do. And working together through proactive safety programs allows us to remove hazards and anticipate and address issues before injuries and accidents happen.

REMEMBER: Safety is beneficial for everyone!

J.G. Dyer Book Bag Drive

REI has been supporting J. G. Dyer Elementary School for many years through REI's annual 'Book Bag Drive'.

Following is a short history of the school as detailed on the school's website:

J. G. Dyer Elementary is located on Hurricane Shoals Road in Dacula, Georgia, near Highway 316. The school was named in honor of Jewell Gerdeen Dyer. Mr. Dyer served as principal of both Suwanee and Grayson High Schools. He was also an assistant superintendent of Gwinnett County Public Schools for four years.

"Dyer Elementary offers students a wide variety of curricular experiences. Over the years, the school has earned numerous recognitions including a national Let's Move Active Schools Award for outstanding leadership in the areas of health and wellness, a spot on the Governor's SHAPE Honor Roll, and recognition as a Fuel Up to Play 60 Touchdown School. In addition, the school's chorus and percussion ensemble received an invitation to perform for President and Mrs. Jimmy Carter. Dyer also has been honored as a Taking Action Green & Healthy School in the Environmental Achievement Awards sponsored by Gwinnett Clean & Beautiful.

Technology is a basic for today's learner and Dyer uses this teaching and learning tool to engage students. In addition to its use of eCLASS, the school provides enrichment to students through computer coding lessons and robotics programs."

REI's annual 'Book Bag Drive' is taking place through August 2nd. Donations of school supplies, or monetary donations, are being collected to help support the students at J. G. Dyer Elementary be successful during the upcoming school year.

If you are interested in donating, the following school supplies are requested:

1-inch binders	Highlighters
Boxes of tissues	Markers (Expo and regular)
Colored pencils	Plastic three-prong folders with pockets
Composition notebooks	Post-It Notes
Copier Paper	

If you would prefer to make a monetary donation, please submit your donation, no later than August 2nd, to one of the following:

Lawrenceville (T1/T2)

Human Resources or Billie Cooper (T2)

Buford

Deborah Knight or Makela Gruman

Lawrenceville (RUS location)

Ron Harris

REI employees have been exceedingly generous in their support of J. G. Dyer over the years and it is greatly appreciated.

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