

RECEIVED

MAY 31 2013

CCWD



Sandi Wegrzyn
HR Manager

Ricoh USA, Inc.
12100 SW Garden PL
Portland, OR 97223
Telephone: 503.603.8164
Email: sandi.wegrzyn@ricoh-usa.com

WARN # 1967

May 31, 2013

VIA FACSIMILE (503) 378-3365
AND FIRST CLASS MAIL

Oregon Department of Community Colleges and Workforce Development
ATTN: Layoff/WARN
255 Capitol St. NE, Third Floor
Salem, OR 97310-0001

Re: Notice of Planned Layoffs

Dear Sir or Madam:

This letter is to inform you, pursuant to any possible obligation under the federal Worker Adjustment and Retraining Notification Act ("WARN"), that due to consolidation of business functions, Ricoh Americas Corporation ("Ricoh" or "the Company"), is planning to integrate certain of its business units operating at 7440 SW Bonita Road, Portland, OR 97224, which integration will result in the permanent layoff of 50 or more employees at that location.

As a result of the mass layoff, Ricoh currently anticipates that approximately 70 of the full-time and part-time employees who are currently employed at the Bonita Road facility will be separated from employment during the time period beginning July 31, 2013, and ending October 31, 2013. These terminations will be accomplished through a series of separate layoffs during this time period.

None of the employees affected by the planned layoffs are represented by a collective bargaining agent. Ricoh policy does not provide for bumping rights, although personnel are not precluded from seeking other employment within Ricoh.

The job titles and numbers of employees affected by the layoff which is scheduled for July 31, 2013 are set forth on the attached list. Each of the individuals affected by the layoff has received notification of the planned elimination of their position and separation of their employment. The Company will send additional notifications as subsequent layoffs are scheduled.

This notice is given based upon the best information available to the Company at this time. For further information, please contact Sandi Wegrzyn, Manager, Human Resources, at 12100 SW Garden PL, Portland, OR 97223, phone number 503.603.8164.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Sandi Wegrzyn". The signature is fluid and extends to the right with a long horizontal stroke.

Sandi Wegrzyn, SPHR
Human Resources Manager

c: Mayor John L. Cook
City of Tigard
13125 SW Hall Boulevard
Tigard OR 97223

Mayor Charlie Hales
City of Portland
1221 SW 4th Avenue, Rm 340
Portland OR 97204

Sandi Wegrzyn
HR Manager

RICOH

Ricoh USA, Inc.
12100 SW Garden PL
Portland, OR 97223
Telephone: 503.603.8164
Email: sandi.wegrzyn@ricoh-usa.com

Positions Affected By Planned Layoff For July 31, 2013 through October 31, 2013

Ricoh USA
7440 SW Bonita Road
Portland OR 97224

<u>Title</u>	<u>Number of Positions Affected</u>
Accounts Receivable	7
Contracts	8
IT	3
Leasing	2
Commissions	2
Senior Managers	3
Meters	3
Inventory Control	4
Administrative Support	4
Accounts Payable	1
Contracts	5
Equipment Billing	2
Parts	4
Purchasing	2
Inside Sales	10
Green Room/Service	3
Equipment Setup	3
Shipping	1
Warehouse	2
Driver	1