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A Hertz Company

# Global Supplier Code of Conduct







# Introduction

At Hertz, acting ethically is part of our DNA – it is who we are, and it is what our customers and partners expect from us at every turn. We strive to create and maintain long lasting relationships with partners who share our values and our commitment to doing the right thing.

This Supplier Code of Conduct (“Code”) applies to all of Hertz’s suppliers, business partners, consultants, contractors, subcontractors and their affiliates and applies to all products and services that Hertz purchases. It outlines our expectations, standards and guidelines for how we can mutually benefit from a commitment to ethics and integrity and how we can work together to provide the best possible products and services to our customers.

Suppliers should know and understand this Code, and follow its principles and guidelines, in spirit and letter. Compliance with this Code is subject to an audit at the discretion of Hertz. If a supplier violates this Code, Hertz may impose adverse consequence, up to and including termination of current agreement, and/or prevention of future, business relationship.

Hertz strongly encourages our suppliers to promote the requirements of this Code within their own supply chain.



# Procurement Process

The relationship between a supplier and the Procurement team is typically the beginning of a B2B relationship. We see no place for favoritism toward suppliers, we consistently use ethical sourcing processes, we deter bribery, extortion, and coercion, and we engage in full transparency throughout the negotiation process.

Hertz's relationships with suppliers are governed by contracts inclusive of obligations for all parties. Suppliers should, at all times, comply with the requirements of the agreement and ensure that subcontractors and vendors who you work with also abide by terms and conditions. Hertz strictly enforces a policy that a Purchase Order is required for all goods and services. All suppliers will have to request a P.O. number from their Hertz business partner prior to issuing goods or services. Invoices received without a P.O. number will not be processed. We thank you in advance for your cooperation with our NO P.O., NO PAY policy.

This Supplier Code of Conduct is not intended to conflict with or modify any of the terms and conditions of an existing contract. Unless otherwise agreed upon, in writing, in the event of a conflict, suppliers must adhere to the contract terms.



# Honesty and Integrity

## Conflicts of Interests

A conflict of interest is a situation where personal interests might interfere with our ability to make objective decisions on behalf of Hertz. Suppliers should act with the benefit of business in mind and not because of any personal interests. If an actual or potential conflict of interest is present, suppliers should contact their Hertz business partner to disclose such actual or potential conflict.

## Avoid Bribery and Corruption

Many countries have laws that forbid these types of unethical business practices, including the U.S. Foreign Corrupt Practices Act, the U.K. Bribery Act, the Brazilian Clean Companies Act and the laws set by the French Anti-Corruption Agency. In order to comply with these laws and uphold a commitment to integrity, suppliers may not offer, attempt to offer, authorize or promise any sort of bribe or kickback in order to obtain or retain an improper business advantage. A bribe is anything of value—including money, gifts, favors or entertainment—that could influence someone to award business or give any sort of improper advantage. A kickback is the return of a sum already paid (or due to be paid) as a reward for making or fostering business arrangements.

## Keep Accurate Books & Records

At all times, suppliers are expected to keep accurate, complete and clear records. All expense reports and invoices must conform to the rules and processes outlined in your agreement with Hertz.

## Gifts

Exchanging modest gifts helps build strong business relationships with customers and other business partners. However, lavish or frequent gifts can lead to actual or perceived conflicts of interest. Accordingly, Hertz requests that suppliers avoid providing gifts whose value exceed USD \$75.

## Fair Competition

Suppliers must adhere to all competition laws that apply to their activities. Competition laws protect consumers by ensuring a fair marketplace that is free from restraints of trade. While these laws are complex, suppliers must rely on a few general principles to guide their actions. Suppliers must refrain from entering into any agreement (formal or informal) with an actual or potential competitor or supplier that could improperly restrain trade, raise prices or reduce quality, innovation or consumer purchase options. Discussing anti-competitive topics could have serious consequences.

Suppliers should also avoid any appearance of an agreement to restrain trade, as merely the perception of anti-competitive behavior could damage our reputation for integrity and fair business practices. In particular, suppliers need to be especially careful when attending trade association events or other events with competitors, where the possibility for anti-competitive conversations is particularly high.

# Safe Working Environment

Suppliers must follow all applicable laws, regulations and Hertz policies and procedures related to workplace safety when performing your duties for Hertz. You should report unsafe conditions right away, so that they can be corrected promptly.

## Fair Working Conditions and Human Rights

Suppliers must follow all applicable laws and regulations regarding wages, hours, overtime, worker's compensation, and other mandated benefits. To maintain a culture of integrity, suppliers also have a responsibility to uphold human rights and stand firmly against human trafficking and forced or coerced labor. Suppliers should also abide by all child labor laws and support the elimination of unlawful child labor and exploitation. Hertz expects its suppliers to develop and implement policies and procedures to ensure respect of all human rights in their businesses and supply chain.

## Respect Others

Hertz is built on a foundation of respect, where we value one another's contributions and collaborate in a culture of openness and trust. In order to maintain this foundation, we and all our suppliers have a responsibility to treat each other respectfully in the workplace, and judge others on ability, never on backgrounds or personal characteristics. Suppliers must maintain a workplace that is inclusive and free from unlawful discrimination and harassment.

## Sustainability

Communities aren't just made up of the people who live there—the local environment also plays a key role in defining the places where we do business. Hertz is committed to upholding sound environmental and sustainability practices, and minimizing our environmental impact on our communities, and we expect our suppliers to do the same. Suppliers can do your part by making sure your work complies with all national and local environmental laws and regulations, and by striving to protect the natural resources used in connection with your work.

# Diversity and Inclusion

Hertz values and promotes diversity and inclusion in all aspects of business and at all levels. Hertz believes that success comes from inviting and incorporating diverse perspectives. Collaboration and inclusiveness are central to how Hertz works because the best solutions are often those that draw on our diverse ideas and perspectives. For these reasons, Hertz seeks to work with suppliers who perform at high levels and add a diverse perspective. We expect our suppliers to identify, adopt, and integrate diversity into their own supply processes and hiring.

Suppliers may not discriminate against any employee on the basis of race, color, age, national origin, physical or mental disability, history of disability, ancestry, citizenship status, political affiliation, religion, gender, transgender, gender identity, marital status, status as a parent, sexual orientation, veteran status, genetic information, or other basis that has the effect of substantially interfering with an individual's work performance or creating an intimidating, harassing, hostile, or offensive working environment.

## Protecting Information and Assets

One of Hertz's most prized assets is its information that is generally not available to the public. This includes confidential and proprietary information, as well as inventions, such as creations, ideas, designs, copyrightable materials, trademarks and other technology and rights (and any related improvements or modifications), whether or not subject to patent or copyright protection. This information sets us apart from our competitors, and it is key to Hertz's success. As such, suppliers are expected to exercise care when handling confidential information.

Similarly, during the course of business, suppliers are likely to have access to information about Hertz's customers, business partners and employees. Suppliers must protect this information and use it appropriately for the purposes for which it was provided. Suppliers must never share this information with anyone who is not authorized to receive it or does not have a business reason to know it.

Depending on the business relationship, Hertz may entrust its assets to our suppliers. These assets generally include Hertz facilities, equipment, vehicles, supplies and funds. Suppliers must safeguard this property and use it only for the purposes for which it was provided. Suppliers have a responsibility to do their part to protect Hertz property from theft, damage, misuse or loss.

## International Trade Regulations

When working on Hertz business, our suppliers are required to comply with U.S. and local trade regulations, regardless of where in the world they are operating. Specifically, these regulations require that business may not be conducted on Hertz's behalf with any persons, entities, or countries subject to U.S. sanction or embargo or to an end user or entity who has been prohibited from participating in U.S. export transactions. No matter where located, all suppliers must comply with the U.S. Export Administration Regulations and any Office of Foreign Assets and Control regulations. In connection with Hertz business, our suppliers are also prohibited from participating in boycotts that are not sanctioned by the U.S. government.





**IF YOU SEE SOMETHING,  
SAY SOMETHING.**

## The importance of speaking up.

At Hertz, we believe that operating in a responsible and ethical manner is essential to our business. This belief is the foundation of all we do. Therefore, when you see or suspect misconduct, or you want to raise a concern, speak up promptly. If something does not feel right, you should feel empowered to report it. If you want to raise a concern or report an incident of misconduct, you are encouraged to contact:

- Your Hertz contract manager or primary contact
- Send an email to [complianceandethics@hertz.com](mailto:complianceandethics@hertz.com)
- or contact:

### North America

The Hertz Corporation  
Attn: Compliance Department  
8501 Williams Road  
Estero, FL 33928

### International

Hertz Europe Limited  
Attn: Compliance Department  
Hertz House 11 Vine Street  
Uxbridge, Middlesex UB8 1QE UK

Hertz takes all reports seriously and never tolerates retaliation against employees and suppliers for complaints submitted that are made in good faith.