

## **VENDOR STANDARDS OF CONDUCT**

These Vendor Standards of Conduct (“Standards”) represents Avis Budget Group’s commitment to foster sustainable relationships with Avis Budget Group vendors (“Vendors”) that uphold ethical standards and adhere to social and environmental responsibilities for the good of the communities that we serve and which promote human rights.

Avis Budget Group expects that its Vendors, in all their activities, will comply with laws, rules, and regulations of the countries and localities in which they operate whether or not specifically referenced in these Standards. These Standards go further to ensure that Vendors conduct their operations with a high degree of integrity and in a socially and environmentally responsible manner.

### **COMPLIANCE WITH LAWS AND REGULATION**

Vendors will comply with all applicable local, national and international laws, regulations, treaties and industry standards, including, without limitation, those pertaining to the manufacture, pricing, sale and distribution and safety of the relevant products and/or services. In the event that the requirements of these Standards are stricter than applicable local, national or international law, Vendors will comply with these Standards. However, if there is any conflict between the requirements of these Standards and the requirements of any applicable local, national or international law, Vendor is to comply with the local, national or international law. Vendor will notify Avis Budget Group in writing of any such conflicts.

### **LABOR AND HUMAN RIGHTS**

#### **Child Labor**

Vendors shall not use child labor unless this is part of a government-authorized job training or apprenticeship program that would clearly be beneficial to the persons participating so as long as these programs comply with all applicable laws and regulations.

#### **Compensation and Work Hours**

At a minimum, Vendors will comply with all applicable wage and hour laws and regulations, including those relating to minimum wages, overtime, maximum hours, piece rates and other elements of compensation, and provide legally mandated benefits.

#### **Forced Labor**

Vendors shall not use forced labor, regardless of its form. Avis Budget Group will not tolerate physically abusive disciplinary practices.

## **Harassment and Discrimination**

Avis Budget Group's mission is to create a culture and a business environment based upon inclusion, mutual respect, responsibility, and understanding. Vendors will not discriminate in hiring and employment practices, including salary, benefits, advancement, discipline, termination or retirement, on the basis of race, religion, age, nationality, social or ethnic origin, sexual orientation, gender, marital status, political opinion, disability, or any other category protected by law. Vendors will treat each employee with dignity and respect, and will not use corporal punishment, threats of violence or other forms of physical, sexual, psychological or verbal harassment, abuse or intimidation.

## **HEALTH AND SAFETY**

Vendors are expected to provide a safe working environment that supports accident prevention and minimizes exposure to health risks. Vendors are expected to comply with all applicable safety and health laws and regulations in the countries in which they operate.

## **SUSTAINABILITY**

### **Protecting the Environment**

Vendors must conduct business in an environmentally friendly and responsible manner. Vendor should endeavor to reduce and minimize the environmental impact of all of their operations in the short term, and planning for long term sustainability.

### **Community Engagement & Indigenous Populations**

Vendor shall consider the local community and the indigenous peoples regarding the impact that the Vendors business will have on them. Vendors Vendor should openly and honestly engage with local governments and communities to improve the educational, cultural, economic and social well-being of the communities in which they live and serve.

## **ETHICS**

### **Business Integrity**

Corruption, extortion, embezzlement, and other questionable/inappropriate business practices, in any form are strictly prohibited. Vendors shall not violate the Foreign Corrupt Practices Act (FCPA), any international anti-corruption conventions, and applicable anti-corruption laws and regulations of the countries in which they operate, and shall not engage in corruption, extortion, or embezzlement in any form. Vendors shall not offer bribes or other means to obtain an undue or improper advantage. Vendor shall under no circumstances

tolerate the giving or receiving of undue reward to influence the behavior of another individual, organization, politician or government body, so as to acquire a commercial advantage; this extends to all operations, regardless of whether bribery is officially tolerated and condoned. Vendors must conduct business in a fair and ethical manner in all aspects of their business.

### **Disclosure of Information**

Vendors must accurately record and disclose information regarding their business activities, structure, financial situation, and performance in accordance with applicable laws, rules and regulations.

### **Protection of Intellectual Property and Confidential Information**

Vendors must respect intellectual property rights; safeguard customer information; and transfer of technology and know-how must be done in a manner that protects intellectual property rights. Avis Budget Group is dedicated to complying with applicable laws concerning proprietary, confidential, and personal information. Vendors are expected to comply with all applicable laws, rules and regulations governing the protection, use, and disclosure of Avis Budget Group's proprietary, confidential, and personal information.

### **Whistleblower Protection**

Vendors must not tolerate any retaliation against any employee who makes a good faith report of an ethics violation or instances of abuse, intimidation, discrimination, harassment or any violation of law or of these Standards, or who assists in the investigation of any such a report.

## **MANAGEMENT COMMITMENT**

### **Risk Assessment and Management**

Vendors must strive towards the continual identification of environment, health, safety, business ethics, labor, human rights, and legal compliance risks associated with their operations. Vendors should periodic conduct self-evaluations to ensure that they are, along with subcontractors and its next tier Vendors, are complying with these Standards. This ongoing risk assessment must be used by Vendors to determine the relative significance of each risk, and implement appropriate procedures/controls to ensure that these risks are mitigated. If Vendors identifies a risk that cannot be mitigated, which the potential to impact the products and/or services has provided to Avis Budget Group, Vendor is responsible to notify Avis Budget Group of this risk.

### **Documents and Records**

Vendors shall have processes to identify, monitor, and understand applicable laws and regulations and the additional requirements imposed by these Standards. Vendors shall obtain, maintain, and keep current a valid business license and any other certifications as required by applicable laws and regulations.

### **Non-Compliance Reporting**

Violations of these Standards should be reported via email to [vendorhotline@avisbudget.com](mailto:vendorhotline@avisbudget.com) or by mail to Avis Budget Group, Inc., Corporate Compliance, 6 Sylvan Way, Parsippany, NJ 07054.

### **Additional Contact Information**

Accounts Payable Matters:                      A/P Problem Resolution Center  
866-433-2319  
[abg@acs-inc.com](mailto:abg@acs-inc.com)

Procurement Matters:                      [procurement.mailbox@avisbudget.com](mailto:procurement.mailbox@avisbudget.com)

Other Questions or Comments:              [vendorhotline@avisbudget.com](mailto:vendorhotline@avisbudget.com)

### **Online Version**

The Avis Budget Group Vendor Standards of Conduct is available online at:  
<http://www.avisbudgetgroup.com/docs/VendorStandards.pdf>.

Avis Budget Group reserves the right to modify these Standards at any time. Therefore, you should check this website frequently to review the then-current Standards.