

## **AVIS INDIA (MERCURY CAR RENTALS PRIVATE LIMITED)**

### **THIRD PARTY STANDARDS OF CONDUCT**

These Third Party Standards of Conduct (“Standards”) represents Mercury Car Rentals Private Limited (herein referred to as Avis India) commitment to foster sustainable relationships with third party (“Third Party (ies)”) 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 India expects that Third Parties, 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 Third Parties conduct their operations with a high degree of integrity and in a socially and environmentally responsible manner.

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

Third Parties 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, Third Parties 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, the Third Party is to comply with the local, national or international law. Third Parties will notify Avis India in writing of any such conflicts.

#### **LABOR AND HUMAN RIGHTS**

##### **Child Labor**

Third Parties 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, Third Parties 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**

Third Parties shall not use forced labor, regardless of its form. Avis India will not tolerate physically abusive disciplinary practices.

## **Harassment and Discrimination**

Avis India's endeavor is to create a culture and a business environment based upon inclusion, mutual respect, responsibility, and understanding. Third Parties 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. Third Parties 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**

Third Parties are expected to provide a safe working environment that supports accident prevention and minimizes exposure to health risks. Third Parties are expected to comply with all applicable safety and health laws and regulations in the countries in which they operate. Avis India's may, from time to time, request to audit such records.

## **SUSTAINABILITY**

### **Protecting the Environment**

Third Parties must conduct business in an environmental friendly and responsible manner. Third Parties 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**

Third Parties shall consider the local community and the indigenous peoples regarding the impact that the Third Parties business will have on them. Third Parties 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. Third Parties shall not violate the Foreign Corrupt Practices Act (FCPA), the UK Bribery Act, any international anti-corruption conventions, and applicable anti-corruption laws and regulations of the countries in which they operate, and shall not engage in the practice of corruption, extortion, or

embezzlement in any form. Third Parties shall not offer bribes or other means to obtain an undue or improper advantage. Third Parties 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. Third Parties must conduct business in a fair and ethical manner in all aspects of their business.

Standards of Conduct shall be constructed as intended to limit or restrict activities that may be otherwise lawful, including legally permissible campaign contributions to political parties and candidates.

### **Conflict of Interest**

Third Parties are required to avoid any relationship or activity that might create or give the appearance of creating a conflict of interest. A conflict of interest would be (i) any set of circumstances where the proprietary or confidential information of Avis India's could be comprised; or (ii) where the best interest of Avis India's may be compromised in favor of yourself or another party.

### **Dealing Honestly with other Third Parties**

Third Parties will deal honestly with other third parties, and provide accurate and complete information in all communications and representations.

### **Disclosure of Information**

Third Parties 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**

Third Parties 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 India is dedicated to complying with applicable laws concerning proprietary, confidential, and personal information. Third Parties are expected to comply with all applicable laws, rules and regulations governing the protection, use, and disclosure of Avis India's proprietary, confidential, and personal information.

### **Whistleblower Protection**

Third Parties 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**

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

### **Documents and Records**

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

## **REPORTING QUESTIONABLE BEHAVIOR**

If you wish to report questionable behavior or a possible violation of the of these Standards or the Avis India's Code of Conduct you are encouraged to contact our Business Ethics & Compliance Team by writing to:

Mercury Car Rentals Private Limited

Avis House, Plot No. 92, Sector-44, Gurgaon -122002

### **Online Version**

The Avis India's Third Parties Standards of Conduct is available online at our web site:  
[www.avis.co.in](http://www.avis.co.in)

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

<b>Declaration</b>
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"The parties hereby agree to comply with all applicable Central and State laws in India in the performance of their obligations under this Agreement. \_\_\_\_\_  
(Third Parties Name) acknowledges that we will abide by all the provisions of third parties Standard of Conduct and be responsible to comply with all laws includes those relating to corruption and bribery in India and such as the U.S. Foreign Corrupt Practices Act and the U.K. Bribery Act.

\_\_\_\_\_(Third Parties Name) agrees to adopt and implement policies, procedures, and training as necessary to insure that its officers, employees, agents, joint ventures, and other business partners comply with all applicable anti-bribery and anti-corruption laws, regulations, and policies and to do all other act or process for necessary compliance of this standards of Conducts.

**For** \_\_\_\_\_ **(Third Parties Name)**

**Third Parties Stamp and Signature**

(Authorised Signatory)