

# PROEXXPO

T W E N T Y / T W E N T Y

## 2020 Herc Rentals ProExpo

### Code of Conduct:

1. **Safety is our Priority:** Wherever we are and whatever we do, safety comes first. All of us are expected to perform our duties in a safe manner.
  - a. Alcohol will be served during evening activities, please drink responsibly.
  - b. Never come to meetings under the influence of drugs or alcohol. This includes prescription drugs that affect your physical or mental abilities.
  - c. Drive safely when on Company business. Obey speed limits, traffic rules, signals and signs, and never drive after drinking.
  
2. **We Treat Each Other with Respect:** Treat each other with respect and courtesy at all times. Don't create an uncomfortable, hostile or intimidating environment through your words or actions. Resolve differences professionally. Respect our diverse characteristics, even when our cultures or ideas differ.
  - a. Your full professional engagement is mandated during all meetings, events and while walking the show floor. Disruptive behavior, being absent from events, or other inappropriate behavior will not be tolerated.
  - b. Our agenda showcases specific times and meetings where your attendance is required. Prompt arrival is expected.
  - c. Maintain your own space! Whether at meetings, breakout sessions, or at the trade show, clean up after yourself. Remove used water bottles, food wrappers, cups, soda bottles and cans, and place them in the trash cans located throughout the space. Be respectful of others.
  
3. **We Handle Information Properly:** Employees must maintain the confidentiality of nonpublic information that belongs to the Company, our employees, and our customers and suppliers, unless disclosure is authorized by the Company or mandated by law. Protected information can take many forms. It includes, for example, financial information that hasn't been made public. It includes our trade secrets and business plans.
  
4. **We Take Care of Company Assets:** Always protect and preserve the Company's assets. Take reasonable steps to avoid loss, theft, damage and waste. Use Company assets the way they're supposed to be used—for conducting the Company's business. Do not use Company assets for your personal benefit.
  - a. Please use your T&E card appropriately, when needed. All meals and activities are previously paid for apart from dinner on Sunday, 3/10. All standard rules regarding proper usage and meal limits apply during this event.
  
5. **We Avoid Conflicts of Interest:** As employees of Herc Rentals, we have a duty to the Company. We make our business decisions based on the Company's best interests. However, a conflict of interest can arise if you have a relationship with one of the Company's competitors, suppliers or customers that interferes with your ability

to make objective decisions. Conflicts may involve family relationships, outside employment, financial interests, or business opportunities. If you have a question about a situation you find yourself in, ask or disclose the details of the situation to your supervisor.

6. **We Don't Disclose Nonpublic Information or Use it For Personal Gain:** Don't discuss nonpublic information with anyone outside the Company (including your family and friends). If they use the information improperly, you may have legal liability. Only share inside information with colleagues if they need to receive it to perform their job.
7. **We Maintain Our Books and Records with Integrity, Accuracy and Reliability, and We Follow Our Controls:** The Company creates and keeps its books and records with accuracy, completeness and integrity. We rely on our books and records to make smart and timely business decisions. And the investment community relies on our books and records to get an accurate picture of the Company's condition.
8. **We Do Not Tolerate Bribery or Corruption:** Bribery and corruption are illegal and violate Company policy. We do not give or accept bribes under any circumstances, directly or indirectly.
9. **We Don't Let Gifts or Entertainment Influence Our Judgment or the Judgment of Our Business Partners:** Gifts and entertainment are common ways to develop relationships with business partners. But gifts and entertainment also can raise concerns. They may create conflicts of interest or raise questions regarding our decision-making. And they can raise risks of bribery and corruption. When in doubt about a specific situation, ask or disclose the details to your supervisor.
10. **We Communicate Responsibly and with One Voice:** When the Company communicates with the public, we tell the truth. We speak with accuracy, integrity and transparency. We also speak with consistency.

**Please Note:** RVP's are responsible for the behavior of themselves and their District Manager's. District Managers are responsible for themselves and all personnel in their district. As a leader, you are expected to set the standard of behavior and top lead by example.