

Supplement No. 2: Visiting Regulations ŠKODA AUTO, a. s.

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The management of ŠKODA AUTO a.s. (the Company hereinafter issues these 'ŠKODA AUTO Visiting Regulations' (Visiting Regulations hereinafter) for the Mladá Boleslav, Kvasiny, Vrchlabí plants and for the Technical Development of ŠKODA AUTO a. s. (Technical Development hereinafter).

I. Basic Provisions

1. Visiting Regulations apply to visitors entering Company premises. The point of entry to Company premises is the entrance/exit gate of the Company, supervised by the guard service that permits or denies entry on to Company premises.

Visitors, under these Visiting Regulations, are not Company employees, VW Group employees or external employees who have their own MFA card.

2. Visitors enter the Company premises voluntarily and are obliged to observe all internal measures regarding occupational health and safety and other safety rules so as to avoid possible health risks or damage to property.
3. Visitors must behave in such a way to prevent endangering or damaging legitimate interests and Company property incl. intangible values (intellectual property, knowhow etc.). Furthermore, visitors are obliged to protect the environment, i.e. observe cleanliness, separate waste, save water and energy, protect green areas and follow the contact person's instructions.
4. The Company reserves the right to deny entry or remove any visitor who does not observe the conditions set in these Visiting Regulations, instructions from the employees of the SO (Brand Security and Protection) department (SO employee hereinafter), or whose behaviour is in conflict with legal regulations.
5. If the visitor discovers or causes a fault that endangers personal safety, health or the environment, or a fault that may cause property damage, they are obliged to report this immediately to a SO employee or the company security office:

• Mladá Boleslav plant	int. phone	12316, 12949	ext. phone 326 8 12316
• Vrchlabí plant	int. phone	65 861,	ext. phone 499 465 861
• Kvasiny plant	int. phone	53360	ext. phone 494 553 360
• Technical Development	int. phone	12316	ext. phone 326 8 12316
6. In case of a personnel evacuation, the visitor is obliged to follow the escape route signs and instructions of persons authorized to control the evacuation.
7. The visitor shall be held accountable if these Visiting Regulations are breached or any damage is incurred, and dealt with according to Czech legal regulations.
8. The visitor acknowledges that Company premises are monitored by CCTV. Video recording and storage follows the rules determined by Act No. 101/2000 Coll., on personal data protection, as amended. Video recording is secured against misuse, stored only for a necessary period and may be accessed only by a limited group of authorized Company employees.

Effective of the 1st July 2018 the following change applies:

9. Visitors take into account that electric vehicles are built on the premises of the company, where high-voltage and battery systems working with life-threatening voltage are used. Therefore, it is the duty of the visitor to comply with safety precautions at the battery and vehicle production sites.

Owner of Changes: SO

10. Smoking outside of designated areas is prohibited on Company premises.
11. Entering the Company premises under the influence of alcohol or addictive substances is prohibited. Furthermore, it is prohibited to bring in, be in possession of or consume alcoholic beverages or any narcotic or psychotropic substances on Company premises.
12. It is prohibited to bring items that may pose a risk to the life or health of employees or third parties onto Company premises (e.g. weapons, ammunition, explosives and pyrotechnics).

II. Rules of Entry/Exit and Movement on Company Premises

13. The visitor may only enter the Company premises when the following conditions are met:
- a) the SO employee has verified the legitimacy of the visit with the Company employee being visited,
 - b) the visitor has shown a valid ID card / passport,
 - c) the visitor is familiar with the Visiting Regulations and has signed the obligation to observe them (see Supplement 1 to the Visiting Regulations). Signing the obligation is not needed for visitors to social, sports and medical services (visit to the doctor, rehabilitation, health insurance company) or applicants for job positions (HR).
 - d) when entering Technical Development areas, the visitor also signs the 'Obligation to Confidentiality' document.

If any of the above mentioned conditions are not met, the visitor is denied entry.

14. The visitor entry permit (card), which authorizes persons or vehicles to enter Škoda Auto premises, is non-transferable and unauthorized use may result in a ban of entry to Škoda Auto premises. The visitor is obliged to wear their visitor entry permit visibly, unless it contradicts the occupational health and safety regulations or technical conditions of the given workplace, e.g. with regard to production quality. The entry permit must be returned to the security checkpoint (gate) where it was issued. The visitor must leave the premises through the checkpoint where they entered. Leaving through any other gate (reception) is not possible.
15. The Czech Police (as well as the city police) and other authorities that are permitted to enter the premises based on legal regulations, are not issued entry permits. The SO employee verifies the person's identity according to an ID card and records the person's entry in the respective documentation. Then, the SO employee informs the manager of the organization unit in which the meeting is to take place, and the company security office about the visitor's entry onto the 1. premises.
16. Before entering the premises, the visitor is obliged to report all material that they are carrying in to the SO employee. This will be recorded in a specific form. When leaving the premises, the visitor must hand over a copy of the form to the SO employee, who will check the material that they are carrying out.
17. Upon the SO employee's request, the visitor is obliged to undergo a security inspection of their identity and luggage in order to ensure that organization standards and relevant legal regulations are observed. Refusal to undergo the security inspection constitutes a reason to deny entry onto the Company premises.
18. The SO employee calls the requested (visited) person to verify the legitimacy of the visit. The visited employee or a person authorised by them is obliged to pick up the visitor, inform them about the safety risks at the workplace, and escort them at all times.
19. The visitor is obliged only to walk on footpaths outdoors and on the marked walkways in the production halls (in particular, it is forbidden to enter load handling areas, truck (un)loading areas, storage areas for finished cars, test tracks, industrial railway areas etc.).

Effective of the 1st July 2018 the following change applies:

20. Visitors can only stay on the premises of battery and vehicle production accompanied by a qualified company employee. Visitors are obliged to follow the instructions of the company employees and adhere to local safety guidelines. Visitors must not enter the designated areas with dangerous electrical voltage and touch the high-voltage components of batteries or vehicles. In case of contact with high-voltage components, an electric shock may occur!

Owner of Changes: SO

21. Once on Company premises, it is forbidden to use headphones or other equipment used with audio playback devices.
22. Loss or theft of the entry permit must be reported to the company security office as soon as possible; see point 5 for the phone numbers.

Organization Standard

No.: **ON.1.034**

III. Video recording devices

23. It is prohibited to bring any video recording devices into all company areas except for MP, tablets and laptops.
24. It is prohibited to bring any video recording devices including MP, tablets and laptops into all the selected and labelled areas of the company. These include the so called 'red mode zones'.
25. It is prohibited to obtain visual recordings incl. video calls on Skype, Facetime, etc. in all company areas without special permission.
26. Visitors are offered to put their mobile phones (tablets or laptops) with integrated cameras in locking deposit boxes at the entrance to 'red mode zones'.

Technical Development Areas:

27. The visited employee or a person authorised by them is obliged to pick up the visitor, inform them about the safety risks at the workplace, and escort them at all times. If the visitor has meetings in several organization units, the visited employees are obliged to escort them, or arrange for the visitor to be escorted to the other visited employee of other organization unit.

IV. Other Provisions

28. Visitors may only drive into company premises provided they are transporting material that cannot be transported in any other way. After (un)loading the cargo, the vehicle must be driven off the Company premises immediately.
29. Traffic on Škoda Auto premises is subject to Act No. 361/2000 Coll., on road traffic, as amended, as well as local regulations as issued by the Company.
30. The maximum speed on plant premises is as follows:

Mladá Boleslav plant	40 kph
Effective of the 1st July 2018 the following change applies:	
Kvasiny plant	30 kph,
Owner of Changes: SO	
Vrchlabí plant	30 kph,
Technical Development Česana 20 kph,	
unless otherwise specified by local traffic signs. Parking is allowed in designated areas only.	
31. Persons under the age of 15 are only allowed to enter the company premises to visit social, sports and medical services and must be accompanied by an adult. It is prohibited to enter the company premises on a motorcycle, bicycle or to move using any sports equipment (e.g. roller skates etc.).

V. Concluding Provisions

32. Exceptions to the Visiting Regulations may be approved, in justified cases, by individual ŠKODA AUTO plant managers, a SO coordinator; the Technical Development manager, or the coordinator for Prototype and Information Protection in the Technical Development areas.
33. These Visiting Regulations are valid from 15. 05. 2012 and invalidate the previously valid Visiting Regulations.
34. These Visiting Regulations constitute Supplement 2 to the organization standard ON.1.034. These Visiting Regulations are available for visitors at entry points in Czech, German and English.

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