

Organization Standard

No.: **ON.1.034**

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|--------------------|------------------------|--------------|---------------|------------------|-------------------|
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Protection of Assets

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1. Purpose

This organization standard defines the main tasks for the protection of Škoda Auto assets (hereinafter referred to as 'the company'). It modifies the scope of inspection activities, protection of buildings, employee participation in the protection of buildings, and the procedure for investigating and submitting information.

2. Scope of Validity

This organisation standard is binding for all company employees and employees of external and integrated firms working on company premises who are obligated to comply with this organisation standard.

3. Basic Terms / Abbreviations

3.1 Abbreviations

| | |
|----|-----------------------|
| OU | Organization Unit |
| OS | Organization Standard |

3.2 Basic Concepts

| | |
|-----------------------------------|--|
| Company assets | All assets owned by the company, both material and non-material in nature. |
| Offence against company interests | Any intentional behaviour violating or threatening the interests of the company expressly defined by law as a violation. |
| Valuables | For example foreign exchange, postal stamps, official stamps, cheques, credit cards, items of artistic value and jewels. |

4. Competencies

| Activity | Responsibility |
|--|----------------|
| Protection of company assets, material and non-material in nature, protection of rights and rightful company interests, protection of persons | ZO |
| Supervision, checking and regulation of the movement of persons, vehicles and transported materials, including external and integrated firms | |
| Ensuring meetings are not disturbed, visits and events organised in the company's interest | |
| Accompanying and protecting important, or designated persons | |
| Carrying out checks and inspections | |
| Cooperating with the Police in searching for persons and acting in the interests of the company and its employees in order to avert damage to property and persons | |

| | |
|--|----------------|
| Cooperating with the Police with regard to transportation issues within the company | ZO |
| Providing information to the Police about company vehicles and assets | |
| Fire protection, crisis management and protection | |
| Coordinating the issuance of exemption permits for set processes regarding the protection of assets | |
| Liaising with production and non-production areas of the company in order to adopt effective measures minimising the causes of damage | |
| Investigating events that interfere with company interests, follow-up written notices to the Manager of the OU where the violation occurred | |
| Methodical protection of company assets and persons | ZO, OU Manager |
| Guarding company buildings and other designated areas that are owned or used by the company | |
| Working together with all production and non-production areas in the company with regard to the protection of assets, working together with integrated suppliers, the Fire Brigade and external organisations involved in unusual events | Supervisor |
| Implementing specific measures for the protection of assets and persons | OU manager |
| The manager has the duty to immediately report any damages to the ZO dept. and to report to them in case of reasonable suspicion that a damage may occur or has occurred (the damage cannot be verified). | |
| Ensuring fire protection, crisis management and protection | |
| The duty to inform the ZO department about any activities carried out outside working hours, including specification of places where the work is carried out | |
| The duty to inform the ZO dept. of any adopted or implemented measures to prevent the repetition of detected shortcomings | |
| Responsible for locking entrusted premises and securing the premises by installing protective devices | |
| If an employee causes damage to property, the company is entitled to start proceedings against the employee in accordance with the relevant provisions of the Labour Code. | |
| The duty to secure the movement of assets outside the company only based on properly completed and approved company documents and forms, e.g. Entitlement to take objects off factory premises, Shipment/Transfer Note, Record sheet for empty packaging | |
| The duty to demonstrably inform external and integrated companies about the procedural and organisational documentation modifying the movement and activities in the company | |
| Cooperating during the protection of assets and persons | |
| Treating company assets in accordance with valid company procedural and organisational documentation | |
| Respecting instructions from ZO | |
| The duty to notify the ZO dept. about any shortcomings, or events that might endanger company assets and activities | |

5. Procedure

5.1 Checks and Inspections

5.1.1 Checks

The purpose of the checks is to ensure compliance with legal regulations and company organisation standards. ZO checks the following:

- Authorised entry and movement at the gates and designated entrances to buildings, and, in justified cases, movement within the whole company. The checked persons will present their documents that entitle them to enter and move within company premises, and they are obliged to provide necessary explanation to the person checking them
- Compliance with transport regulations on company premises, entitlement to use company cars, including their technical conditions, proper storage of transported loads and observing the speed limits on company premises
- Locking buildings, workplaces, lockers, offices, warehouses, garages etc., and securing them against the entry of unauthorised persons
- Storing cash and other values and securing them against damage, abuse and theft

5.1.2 Inspections

ZO inspects baggage, clothes lockers, personal and work lockers and other deposit places, it inspects the premises and buildings, and company and external vehicles within the whole company. In special cases, a body search can be carried out if there is a justified suspicion that company interests are at risk. The search is carried out at a designated place by an authorised ZO employee of the same gender as the person who is being searched. The check is recorded in writing in the case of a breach of valid procedural and organisation documentation of the company.

5.1.3 Joint checks and inspections are carried out by ZO in cooperation with state authorities.

The checks and inspections are carried out as necessary in terms of scope and duration and the movement of persons and vehicles subject to the search must not be restricted without reason. When carrying out the checks and inspections, it is important to proceed with care but uncompromisingly, and the principles of decency and polite behaviour are followed along with the presumption of innocence. Personal and company assets are treated with due care. If a shortcoming is detected during the check, an inspection or other activity, essential measures are adopted to remove the shortcoming (if possible). A written record is made about the course and result of the check and inspection.

5.2 Overview of Events and Results of the Check

5.2.1 An overview of events with regard to the protection of assets.

ZO notes and records all events in the "Event Summary Information" in an electronic form.

5.2.2 Overview of events breaching company legal standards

ZO immediately informs the relevant OU managers of all discovered breaches of the company's procedural and organisational documentation by their employees, and requests feedback on the measures implemented.

5.2.3 Overview of unusual events

ZO informs the authorized employees about unusual events in the company (the list of authorized persons can be found at ZO dispečink).

5.3 Operation of vehicles on company premises

The operation of vehicles and their passage through the company gates is stated in the 'Regulations for Transport Operations' OD, 'Company Cars' OS and 'Employee ID Cards' OS.

5.4 Protection of Buildings

The protection of company buildings is ensured by a set of measures usually carried out by security services and guards using technology and communication means, and guard dogs. Protection technology means are used in compliance with the 'Protection Measures' OD, and the use of guard dogs is stated in the ZO documentation 'Guard Dogs'. In the case of unusual events, special safety measures are taken as needed based on the decision of the ZO Manager.

5.5 Safekeeping of cash and other valuables owned by the company

5.5.1 Storage

Company cash and values, unless they are being handled, are stored in locked safe-deposits at all times, even during working hours. In departments where there are no safe-deposits, cash is stored in portable cash deposit boxes. The cash deposit boxes store cash that is handled during the working hours of an employee who is authorised to handle the cash. The cash is deposited in the employee's work desk, providing this place is sufficiently secure against theft. If the employee leaves their desk, they are obligated to store the cash in a safe-deposit and the safe key should be stored in the designated place. Cash is stored in accordance with a valid insurance contract.

5.5.2 Transportation

Cash and other valuables are transported and stored in accordance with internal ZO documentation 'Transporting Cash and Other Valuables' and in accordance with a valid insurance contract.

6. Referenced documents

- Labour Code
- Working Regulations
- OS.1.022 Confidentiality
- OP 122/4 Data Protection and Security
- OP 163/3 Fire Protection Guidelines
- OP 412/4 Unusual Events

- OP 681/5 Transportation Operation Regulations
- OS.1.025 Company Cars
- OS.1.004 Employee ID cards
- OD 162/2 Protective Measures
- OD 733/4 Cash Registers
- ID.ZO.003 Guard Dogs
- ID.ZO.004 Transporting Cash and Other Valuables
- The (current) insurance contract regarding the insurance of business assets executed by and between Škoda Auto and Česká pojišťovna a.s.

7. Documentation

- Event Summary Information (electronic system)

8. Supplements

Effective of 1 August 2014 the following change applies:

Supplement No. 1: Policy for authorizing entrance of external vehicles

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

Owner of the change: ZO

Klaus Dierkes
Z/ HR Management

Andreas Hafemann
EO/ Information Systems and Organization

Effective of 1 August 2014 the following change applies:

Supplement No. 1: Policy for authorizing entrance of external vehicles

| I. | | In principle, entrance only at gate no. 8 |
|-----------|--|--|
| 1. | Passenger and light commercial vehicles transporting people/materials long-term not subject to operational logistical/customs clearance. | Based on long-term (over 1 month) entry permission. See form 1439 |
| 2. | Passenger and light commercial vehicles transporting people/materials short-term not subject to operational logistical/customs clearance. | Based on short-term (up to 1 month) entry permission. See form 1439 |

| II. | | In principle, entrance only at gate no. 13 |
|------------|--|---|
| 1. | Passenger and light commercial vehicles transporting material subject to operational logistical/customs clearance. | After the approval from the operational logistics dept. and internal customs office and after registration in the ZO department's entrance database has taken place (record program Gate13) |
| 2. | Lorries transporting material subject to operational logistical/customs clearance. | |
| 3. | Lorries providing long-term <ul style="list-style-type: none"> • development of the plant (construction and technological units) • waste collection, cleaning services etc. • services for ensuring production operations • transportation of J.I.T. deliveries • regular deliveries to subsidiary plants • transportation for integrated firms | Based on long-term (car) entry permits See form 1439 |
| 4. | Lorries providing short-term and one-off deliveries of material to/off company premises without logistical operational/customs clearance <ul style="list-style-type: none"> • Construction materials • Technology • Shipping spare parts • Subsidiary plants • Shipping complete cars • Supplying integrated firms • Supplying operating materials • Supplying distribution points • Security services etc. | A one-off permit for entry via gate13 is granted based on the operating instructions from the ZO dept. |

Owner of the change: ZO

Visiting Regulations ŠKODA AUTO, a. s.

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 ZO (Brand Security and Protection) department (ZO 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 ZO 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.
9. Smoking outside of designated areas is prohibited on Company premises.
10. 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.
11. 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).
12. It is prohibited to bring any image recording devices into the Technical Development areas and other marked areas of buildings and premises owned by the Company.

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 ZO 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 ZO employee verifies the person's identity according to an ID card and records the person's entry in the respective documentation. Then, the ZO 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 premises.
16. Before entering the premises, the visitor is obliged to report all material that they are carrying in to the ZO 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 ZO employee, who will check the material that they are carrying out.
17. Upon the ZO 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 ZO 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.).
20. Once on Company premises, it is forbidden to use headphones or other equipment used with audio playback devices.
21. 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.

III. Image Recording Devices

22. Producing any records of images, photographing, filming etc. is forbidden on Company premises. Image recording devices are, in particular, cameras, camcoders, camera phones, laptops and other devices with an integrated camera.

Technical Development Areas:

23. Bringing any image recording device into the Technical Development areas is forbidden.
24. In order to ensure maximum protection of confidential information, the Company does not accept any photography-preventing modifications to the device (e.g. placing a sticker over the camera lens, using black colour on the lens etc.). Any device that features a camera must not be brought in the Technical Development areas. The ZO employees will not examine whether the camera in the device is functional or not.
25. 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.
26. The visitor may leave their camera phone in a safety box at selected security checkpoints.

IV. Other Provisions

27. 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.
28. 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.
29. The maximum speed on plant premises is as follows:
Mladá Boleslav plant 40 kph

Kvasiny plant 40 kph
Vrchlabí plant 30 kph,
Technical Development Česana 20 kph,
unless otherwise specified by local traffic signs. Parking is allowed in designated areas only.

30. 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

31. Exceptions to the Visiting Regulations may be approved, in justified cases, by individual ŠKODA AUTO plant managers, a ZO coordinator; the Technical Development manager, or the coordinator for Prototype and Information Protection in the Technical Development areas.

32. These Visiting Regulations are valid from 15. 05. 2012 and invalidate the previously valid Visiting Regulations.

33. 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.

JUDr. Vladimír Křižan
Head of ZO

Supplement to Visiting Regulations: Familiarization with and Obligation to Observe the Visiting Regulations

By signing below, I hereby confirm that I have read the **ŠKODA AUTO Visiting Regulations**, understand them and undertake to observe all provisions.

Date:

.....
First and Last Name (BLOCK CAPITALS)

.....
Date of Birth

.....
Signature

Detach Here

ZO Copy

Supplement 1: Familiarization with and Obligation to Observe the Visiting Regulations

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Owner of the change: ZO