



Visitor regulations and confidentiality obligations

04/2024

Valid for Vehicle plant Zwickau, Engine Plant Chemnitz and the non-public areas of the Transparent Factory Dresden, as well as analogously in the outsourced locations and properties of Volkswagen Sachsen GmbH.

Definition

Visitors within the meaning of this regulation are also members of partner companies or other group companies. The regulation does not apply to employees of Volkswagen Sachsen GmbH (including temporary workers, trainees, interns, diploma candidates, doctoral candidates, etc.).

General safety regulations

The following regulations must be observed in the context of general safety and order:

- The instructions of plant safety must be followed immediately.
- Special incidents such as criminal offences, accidents and damage to facilities and equipment of Volkswagen Sachsen GmbH must be reported immediately to plant security.

Stay on the factory premises

1. Entry is only permitted for the purpose specified at the time of registration.
2. Visitors must register at all times with a valid official photo ID (e.g. identity card or passport).
3. For entering/driving on the factory premises, the visitor will generally receive a visitor pass or partner company pass. This must always be worn visibly during the visit. This also applies to members of other Group companies.
4. Entry and exit is at gates by showing a visitor pass/partner company ID card or a group ID card or via the turnstiles. In principle, passing only takes place through the gates closest to the place of visit. With a visitor pass, it is not possible to enter and leave the premises via the turnstiles. The visit is to be limited exclusively to the areas specified in the registration. For this purpose, only the paths and roads assigned or intended for the performance of the assigned work as well as sections of the terrain and buildings may be entered (direct route).
5. The visitor badge or partner company badge is the property of Volkswagen Sachsen GmbH and may not be given to third parties. This also applies to group identity cards, which are the property of the respective group company.
6. Employees of partner companies from non-EEA countries must carry their valid documents (e.g. work permit) with them at all times in order to take up work at Volkswagen Sachsen GmbH. Furthermore, a contact person must be provided by the partner company, who may translate the regulations for the members of partner companies.
7. The visitor badge or partner company ID card must be handed in to the plant security at one of the factory gates after the end of the visit/work order. In the event of loss or non-return, a fee of 25€ will be charged to the perpetrator.
8. If tools, work equipment or equipment must be carried along to carry out work, the fully completed form "Tool installation and work equipment" must be presented when entering the factory premises and confirmed by the plant security. Special regulations between Volkswagen Sachsen GmbH and Group companies remain unaffected by this. You can obtain the form "Tool installation and work equipment" from your contact person at Volkswagen Sachsen GmbH or from plant security at the factory gates.
9. Every visitor can be checked by the plant security when entering or leaving. The check extends to vehicles, briefcases, handbags and other containers carried along.
10. It is forbidden to bring animals with you.
11. Children may only enter the factory premises with the permission of plant security.

Entry permit / traffic on the factory premises

1. Visitors and partner company members are only permitted to enter the factory premises in justified cases and with a valid entry permit. This is only valid for the requested location and can be applied for on your behalf by your contact person at Volkswagen Saxony. Entrances for private vehicles are usually not permitted. Exceptions are decided by plant security.
2. The Road Traffic Regulations apply on the premises of Volkswagen Sachsen GmbH.
3. Unless otherwise signposted, the maximum speed allowed on the factory premises is 30 km/h and the rule "right before left" applies.
4. The permissible maximum speed within factory halls is not marked separately. It is 10km/h. It applies right before left.
5. Parking is only permitted in the designated areas. Parking in halls is not permitted. Vehicles must always be parked backwards (except for e-charging stations).
6. Vehicles parked outside the parking regulations can be towed away for a fee on the instructions of the plant security.
7. The monitoring and control of vehicle traffic on the factory premises is the responsibility of plant security / plant security. Traffic checks are carried out to increase traffic safety on the factory premises.
8. Vehicles must be removed from the factory premises every day at the end of working hours.
9. Traffic violations will be punished according to the point "Violations".

Prohibitions

1. Bringing private property is only allowed if it is a matter of daily use. Private trading and brokerage transactions of any kind are prohibited.
2. Bringing weapons of any kind is prohibited.
3. It is not permitted to bring alcohol or intoxicants, to procure them on the factory premises or to consume them. Persons under the influence of alcohol or intoxicants are not allowed to enter the factory premises.
4. Only the areas marked/designated for smoking are to be used. This also applies to the consumption of electronic cigarettes.
5. There is a ban on filming/photography on the entire premises of Volkswagen Sachsen GmbH. In principle, devices with a camera function may be carried onto the premises of Volkswagen Sachsen GmbH (e.g. camera phones, smartphones, notebooks, tablets). The photo security areas are marked by signs at the entrances.



In photo security area 2, devices may only be carried with sealed optical equipment.



For photo security areas 3, it is not permitted to carry devices with camera function.

Exceptions to the use of the camera function or for film and/or photo recordings require written photo permission, which must be carried at all times. Your contact person at Volkswagen Saxony can apply for this for you.

6. Workplaces other than those assigned may not be entered by members of partner companies on their own authority. If there is no official reason to stay on the company premises, it must be vacated. Entry to another department is only permitted when accompanied by an authorized person of Volkswagen Sachsen GmbH. It is not allowed to leave the workplace/construction site untidy/unsecured. Obstructions or hazards caused by stored material, tools or other things must be excluded.
7. It is not permitted to spend the legally prescribed standing and rest periods for drivers of trucks on the premises of the AG. For this purpose, the premises of Volkswagen Sachsen GmbH must be left in good time before the start of the aforementioned times.
8. It is strictly forbidden to enter the tracks, to climb over buffers or to walk between or crawl under wagons.
9. The use of gas burners, grills, hotplates, pedestal fans and the like is prohibited.

Safety:

1. Some areas of the factory premises are under video surveillance for security reasons. Please pay attention to the relevant signs, where you can find more information.
2. Unless Volkswagen Sachsen GmbH has been commissioned, entering and using technical facilities on the premises of Volkswagen Sachsen GmbH is at your own risk.
3. Please pay attention to internal traffic.
Driverless transport systems always have the right of way.
Pay particular attention to unlit vehicles.
4. The escape and rescue routes on the factory premises must be kept clear at all costs.
5. Pedestrians must use the marked sidewalks on the streets and in the halls.
6. Only the marked crossings may be used.
7. Entry and exit from the buildings and halls takes place through the doors provided. Do not go through roller doors.
8. The special safety instructions at the place of visit must be observed.
9. Members of partner companies and members of group companies must also comply with the security regulations applicable in the course of their activities (e.g. on IT security). The safety instructions set out in this Visitor Rule do not replace the documentation and information you receive before you start your activity.



Volkswagen Sachsen GmbH

Confidentiality obligation

1. The visitor undertakes to maintain the strictest secrecy of all business and operational processes and facts, in particular all tests, developments, new productions and planning and all associated business transactions, in particular vehicles, components or parts of vehicles as well as all personal data within the meaning of the Federal Data Protection Act that affect the interests of Volkswagen Sachsen GmbH.
2. The intentional or negligent violation of the obligation of secrecy that leads to the detriment of Volkswagen Sachsen GmbH within the meaning of Section 12 (1) sentence 4 of the Patent Act may be prosecuted under private law.

Disclaimer

1. Volkswagen Sachsen GmbH is only liable to its visitors in the event of intent and gross negligence. This does not apply to damage resulting from injury to life, limb or health. Volkswagen Sachsen GmbH is liable for these damages in accordance with the statutory provisions.
2. Any personal injury or property damage, any traffic accident and any criminal offence caused/detected by a visitor on the premises or other facilities of Volkswagen Sachsen GmbH must be reported to plant security/plant security.

Cooperation

1. Every member of a partner company is obliged to contribute to the observance of industrial peace and to a good working atmosphere. This includes, above all, respecting the personality of the individual and not violating his dignity. Statements, behaviour and symbols that are xenophobic, extremist, anti-Semitic or otherwise inhumane or are related to it contradict respect and tolerance and violate the Code of Conduct of Volkswagen Sachsen GmbH.

Infringements

1. Any violation entitles you to internal sanctions (e.g. house ban, driving ban, etc.).
2. Volkswagen Sachsen GmbH reserves the right to invoice expenses incurred in accordance with the polluter-pays principle.
3. Traffic violations will be punished in accordance with the cost rates of the currently valid catalogue of fines in the sense of a contractual penalty.

Fire protection

1. The site-specific regulations on fire protection apply (see attached flyers).

Factory emergency call and phone numbers in the event of a claim

Zwickau vehicle plant Emergency number: 0375 55 555	<u>Factory security offices</u> Phone: +49-0375 55 4141 <u>Control center plant fire department:</u> Phone: +49-0375 55 6011
Engine Plant Chemnitz Emergency number: 0371 274 555	<u>Control Center Company Fire Brigade / Plant Security</u> Phone: +49-0371 274 2110
Transparent Factory Dresden Emergency: 0351 420 555	<u>Control Center Company Fire Brigade / Plant Security</u> Phone: +49-0351 420 4124 <u>Reception Mobile Service Base (MSB) Friedrichstadt</u> Phone: +49-0351 420 4601