



## Visitor regulations and non-disclosure agreement

### A warm welcome to Volkswagen Aktiengesellschaft.

As the first point of contact and service provider for our customers, Volkswagen Plant Security regards itself as the company's business card. Everything we do represents Volkswagen and, in doing so, we are guided by common values and Group principles. In our view, safety and security is a fundamental need of every human being. Our primary objective is to guarantee this throughout the entire company's premises. We rely on the current visitor regulations for day visitors, which include a general Code of Conduct about how visitors should conduct themselves, as well as safety information and traffic regulations.

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02.00	04.11.2022	Newly revised content

### Scope

These visitor regulations apply as follows:

Where: to areas of the company, premises, outsourced operating facilities and other areas owned, rented, leased or otherwise used by Volkswagen Aktiengesellschaft at the Wolfsburg, Hannover, Braunschweig, Kassel, Emden and Salzgitter sites.

To whom: anyone who is not employed by Volkswagen Aktiengesellschaft\*.

\*Volkswagen Aktiengesellschaft: Integrated Group offices, Volkswagen Passenger Cars brand, Volkswagen Commercial Vehicles brand and Group Components premises (Wolfsburg, Hannover, Braunschweig, Kassel, Emden and Salzgitter sites).



## Privacy Policy for persons entering Volkswagen Aktiengesellschaft premises

The Privacy Policies are available to read at the gates and reception foyers.

### Important telephone numbers

#### Wolfsburg site

<b>Emergency number</b> (Fire or personal injury)	<b>Internal: 555</b> <b>From a mobile telephone: +49-5361-9-555</b>
<b>Operative Plant Security emergency number</b> (threats, personal injuries)	Internal: 28888 From a mobile telephone: +49-5361-9-28888
<b>Service and information number</b> (Integrated Security Monitoring Centre)  - <b>Factory fire service</b>  - <b>Operative Plant Security</b>	Internal: 23333 From a mobile telephone: +49-5361-9-23333  Internal: 23322 From a mobile telephone: +49-5361-9-23322
<b>Service and information number – Ehra proving grounds (PG)</b>	Internal: 79258 From a mobile telephone: +49-5361-9-79258

#### Hannover site

<b>Emergency number</b> (Fire or personal injury)	<b>Internal: 555</b> <b>From a mobile telephone: +49-511-798-555</b>
<b>Service and information number</b> (Integrated Security Monitoring Centre)  - <b>Factory fire service</b>  - <b>Operative Plant Security</b>	Internal: 4244 From a mobile telephone: +49-511-798-4244  Internal: 4325 From a mobile telephone: +49-511-798-4325

#### Braunschweig site

<b>Emergency number</b> (Fire or personal injury)	<b>Internal: 555</b> <b>From a mobile telephone: +49-531-298-555</b>
<b>Service and information number</b> (Integrated Security Monitoring Centre)  - <b>Factory fire service</b>  - <b>Operative Plant Security</b>	Internal: 2222 From a mobile telephone: +49-531-298-2222  Internal: 3222 From a mobile telephone: +49-531-298-3222

**Kassel site**

<b>Emergency number</b> (Fire or personal injury)	<b>Internal: 555</b> <b>From a mobile telephone: +49-561-490-555</b>
<b>Operative Plant Security emergency number</b> (threats, personal injuries)	Internal: 4555 From a mobile telephone: +49-561-490-4555
<b>Service and information number</b> (Integrated Security Monitoring Centre)  - <b>Factory fire service</b>  - <b>Operative Plant Security</b>	Internal: 2222 From a mobile telephone: +49-561-490-2222  Internal: 2325 From a mobile telephone: +49-561-490-2325

**Emden site**

<b>Emergency number</b> (Fire or personal injury)	<b>Internal: 555</b> <b>From a mobile telephone: +49-4921-86-555</b>
<b>Service and information number</b> (Integrated Security Monitoring Centre)  - <b>Factory fire service</b>  - <b>Operative Plant Security</b>	Internal: 2222 From a mobile telephone: +49-4921-86-2222  Internal: 2291 From a mobile telephone: +49-4921-86-2291

**Salzgitter location**

<b>Emergency number</b> (Fire or personal injury)	<b>Internal: 555</b> <b>From a mobile telephone: +49-5341-23-555</b>
<b>Service and information number</b> (Integrated Security Monitoring Centre)  - <b>Factory fire service</b>  - <b>Operative Plant Security</b>	Internal: 2222 From a mobile telephone: +49-5341-23-2222  Internal: 2410 From a mobile telephone: +49-5341-23-2410



## 1. Code of Conduct

- 1.1 The applicable operational security and order requirements must be observed and adhered to. All instructions issued by Volkswagen Aktiengesellschaft employees with regard to general safety and order must be observed and followed.
- 1.2 Specific incidents, such as criminal acts, accidents (e.g. traffic accidents) and damage to facilities and equipment, must be reported to Operative Plant Security.

## 2. Visiting the company's premises

- 2.1 Entering, driving and remaining on the company's premises is only permitted for the reason stated for the visit. The permission to enter and remain on the premises pertains exclusively to the visit of the registered persons and to the locations of the visit.
- 2.2 Visitors must present a valid identity card or passport at the time of registration.  
If the visit to the company's premises is connected with taking up and carrying out work, then visitors from non-EEA countries must also carry their work permit in addition to valid ID documents.
- 2.3 Visitors will be given a visitor's pass to enter/drive onto the company's premises.  
Visitors must always carry this with them during the visit and present it to Operative Plant Security on request. Exceptions will be determined by the corresponding Safety Officer of the Special Security Area.  
The visitor's pass is the property of Volkswagen Aktiengesellschaft. It may neither be copied, falsified nor passed on to third parties.
- 2.4 If objects must be brought onto the premises for the purpose of the visit, these must be listed as evidence of ownership on the visitor's pass or on a separate tool list.  
A tool list form can be requested from the department to be visited. The tool list is valid for 8 weeks.
- 2.5 The company's premises may only be entered and driven into through the gate closest to the area to be visited.
- 2.6 A direct route must be taken to the visit location and the premises left again via the same direct route.
- 2.7 As a rule, visitors should generally have the visitor's pass countersigned by the organisational unit visited. This must include the name of the person visited, the name of the OU and the end of the visit time.
- 2.8 The visitor's pass must be returned at the gate when leaving the premises. If the visitor's pass can be returned at a non-manned gate, then it must be placed in the labelled box at the exit which is provided for this purpose.
- 2.9 As Volkswagen Aktiengesellschaft needs to be able to prove at any time which visitors are on the company's premises, the access data (entry and exit) of all visitors, recorded when they enter and leave the premises, must be recorded and processed.
- 2.10 Operative Plant Security reserves the right to carry out checks of vehicles, bags or other containers carried entering or leaving the premises in order to safeguard the company's property.
- 2.11 At the request of Operative Plant Security, the visitor must cooperate by opening and unpacking their bags or containers at the checkpoint.

### 3. Volkswagen Aktiengesellschaft liability and safety information

- 3.1 Volkswagen Aktiengesellschaft is only liable to its visitors in cases of intent and gross negligence.  
It is the responsibility of the visitor to take adequate safety measures.  
In the event of negligent violation of safety or security regulations, the visitor will be liable to compensate Volkswagen Aktiengesellschaft for any damage caused. The company visited is equally liable for the conduct of its employees and representatives pursuant to section 278 of the German Civil Code (BGB) and its subcontractors (agents) pursuant to section 831 BGB without being permitted to provide exonerating evidence pursuant to section 831(1)(2) BGB, i.e. it is fully liable for the third parties it commissions.
- 3.2 Emergency escape routes and fire service access routes on the company's premises must be kept clear at all times.
- 3.3 The emergency escape and rescue information displayed must be observed.  
It contains information on what to do in an emergency or crisis and how to escape in the quickest possible manner.
- 3.4 The buildings and halls are entered and exited through the designated doors. Entering the building through open roller doors is prohibited.
- 3.5 Department-specific safety regulations must be complied with (e.g. hearing protection, helmet, safety shoes) and prohibition, instruction, information and warning signs must be observed.

### 4. General Code of Conduct

- 4.1 Filming and photography are prohibited throughout the entire premises of Volkswagen Aktiengesellschaft.  
In principle, devices with a camera function may be carried on the Volkswagen Aktiengesellschaft premises, e.g. mobile phones with a camera, smartphones, notebooks, tablets. Only devices with a sealed optical device may be carried in Photo Security Zones 2.  
No devices with a camera function may be carried in Photo Security Zone 3.  
Photo Security Areas are identified by the signs at the entrances.



- 4.2 Fundamentally, only objects of everyday use may be brought onto the company's premises.
- 4.3 Private trade and brokering transactions of any kind are strictly prohibited on the company's premises.
- 4.4 It is not permitted to bring, obtain or ingest alcohol or intoxicating substances on the company's premises.
- 4.6 Visitors under the influence of alcohol or intoxicants are not permitted to enter the company's premises.
- 4.7 The smoking bans in place must be complied with.  
Only the areas marked/designated as smoking areas may be used. Inhalation devices such as vaporisers or electric cigarettes are exceptions to this. The use of inhalation devices (e.g. vaporisers, electric cigarettes) in the social areas (e.g. in meeting rooms, break rooms, company restaurants, sanitary facilities) and at multi-person workstations (e.g. production workstations, offices, workshops) as well as in corridors and stairwells is prohibited. However, it is not necessary to go to the designated smoking areas.
- 4.8 Every visitor has a duty to contribute to maintaining a peaceful working atmosphere and a good working environment.  
This involves, above all, respecting the individual's personality and not infringing upon their dignity.
- 4.9 Visitors may not enter workplaces other than those assigned without authorisation.  
The company's premises should be vacated when there is no business reason to remain there.  
Other departments may only be visited when accompanied by an authorised Volkswagen Aktiengesellschaft employee.
- 4.10 The use of freely accessible charging stations by visitors' electric vehicles is prohibited.
- 4.11 Any lost property found on the company's premises must be returned immediately to Operative Plant Security.

## 5. General traffic regulations

- 5.1 Established traffic regulations and road traffic regulations apply within the fenced-off company's premises of Volkswagen Aktiengesellschaft.  
These include, among other things:
- No telephone calls without a hands-free system
  - Driving with lights on (daytime (running) lights)
- 5.2 The maximum permissible speed within the fenced-off company's premises is 30 km/h.  
The speed limit in the halls is 20 km/h.
- 5.3 Parking is only permitted in the marked parking spaces and areas designated for parking on the factory roads.  
This also applies to the unauthorised parking of "non-electric vehicles" in front of the charging stations.  
Vehicles parked in violation of these rules may be towed away at the owner's expense on the order of Operative Plant Security.
- 5.4 Motor vehicles are fundamentally not permitted to enter, stop and park in halls.  
Exceptions must be requested from the responsible department.
- 5.5 Pedestrians must use the marked walkways on the company's premises and in the halls.
- 5.6 Unauthorised access to the railway tracks is prohibited.
- 5.7 Unmanned transport systems always have right of way.
- 5.8 Special attention must be paid to unlit vehicles, e.g. parking vehicles and internal transport.

## 6. Non-disclosure agreement

- 6.1 The employees of VW partner companies commit to confidentiality regarding all business and operational processes, facts and figures, company or Group-related information, knowledge, data, documents, procedures, expertise etc.  
This includes, in particular, all tests, developments, new designs and plans, and all associated business procedures and, in particular, vehicles, components or parts of vehicles, and all personal data pursuant to the General Data Protection Regulation (GDPR) which affects the interests of Volkswagen Aktiengesellschaft.
- 6.2 Only such confidential information may be passed on which the visitor in question requires for the purpose of carrying out their work. The disclosure of knowledge beyond the scope is prohibited in both official and personal situations.
- 6.3 The intentional or negligent breach of this duty of confidentiality to the detriment of Volkswagen Aktiengesellschaft may be prosecuted under private law.

## 7. Breaches of the visitor's regulations

- 7.1 Breaches of the visitor's regulations can result in penalties, e.g. prohibition to enter the premises, remain or drive on the premises.
- 7.2 Expenditure incurred in penalising infringements may be charged to the person causing the infringement.

## 8. Site-specific safety regulations

### 8.1 Wolfsburg site

- 8.1.1 The valid user regulation for the Ehra proving grounds (PG) and Wolfsburg proving grounds must be adhered to.
- 8.1.2 There is also a smoking ban in place outside the buildings at the Ehra PG and Wolfsburg proving grounds.
- 8.1.3 A "Development film and photography permit (only for research and development and pilot hall)" is required for filming and photography within the Research and Development premises. This needs to be requested from the Project Manager.
- 8.1.4 If the visitor has an entry permit, they will also receive a driver notification card (only for passenger cars), which needs to be completed and displayed visibly in the vehicle.

### 8.2 Hannover site

- 8.2.1 Handing in of the permit and signing in/out only take place at manned gates.
- 8.2.2 A special permit must be requested from Operative Plant Security Management to drive in the production halls.

### 8.3 Braunschweig site

- 8.3.1 Speed limit in the halls: 10 km/h

### 8.4 Kassel site

- 8.4.1 Handing in of the permit and signing in/out only take place at manned gates.
- 8.4.2 A special permit must be requested to drive in the production/logistics halls.

### 8.5 Emden site

- 8.5.1 Handing in of the permit and signing in/out only take place at manned gates.

### 8.6 Salzgitter location

- 8.6.1 A special permit must be requested from Operative Plant Security to drive in the production halls.
- 8.6.2 Handing in of the permit and signing in/out only take place at manned gates.