



Samochody
Dostawcze

Rules and regulations for visitors and suppliers entry and vehicle access

These Regulations specify the required behaviour of persons entering and driving onto the premises of the Volkswagen Poznań plants to ensure order and safety, as well as the scope of responsibility for failure to observe the regulations. All persons entering and driving onto the premises are obliged to read and comply with these Regulations and with the instructions given out by authorized employees of Volkswagen Poznań (e.g. the employees of the department Corporate Security, Safety & Health) and Facility Security.

Applicability Scope

These Entry and Vehicle Access Regulations shall be binding for the Volkswagen Poznań plants in Poznań (Antoninek/Wilda), Swarzędz, Września with respect to: all persons who are not employed by Volkswagen Poznań.

Important telephone numbers:

Reception desk:

Poznań Plant (Z1)	Antoninek	Września Plant (Z2)	Wilda Plant / Foundry (Z3)	Swarzędz Plant (Z4)
+48 61 876 1255		+48 61629 7438	+48 61 659 5410	+48 61 8714717

ALL EVENTS LIKELY TO CAUSE A DISTURBANCE IN VOLKSWAGEN POZNAŃ OPERATION, A LOSS, AN EMERGENCY OR A CRISIS LIKELY TO ENDANGER HEALTH AND SAFETY OF PERSONS PRESENT AT THE PREMISES SHOULD BE REPORTED TO THE MONITORING AND SUPERVISION CENTRE AT:

+48 735 99 5555

1. Rules of Conduct

- 1.1. The provisions of these Regulations shall not limit in any way the generally applicable regulations.
- 1.2. Volkswagen Poznań shall not be liable for any accidents and damages resulting from non-compliance with the applicable law and the rules contained in these terms of use and other internal regulations.

2. Plant Entry Rules

- 2.1. Location of entrance gates:
 - plant 1: ul. Leśna, 61-060 Poznań
 - plant 2: Białężyce 100, 62-300 Września (from Solidarności Roundabout)
 - plant 3: ul. 28 Czerwca 1956 r. No. 240, 61-485 Poznań
 - plant 4: ul. Rabowicka 10, 62-020 Swarzędz
- 2.2. To enter a plant, a valid work permit or a prior email notice from the professional department is required, confirming relevant work or appointment.

- 2.3. Visits/work should be restricted to the area and date indicated in the email notice from the professional department/work permit. However the visit/work may only involve the visit/work of the notified persons. Staying in another area on the plant premises is only permitted in presence of a supervisor from Volkswagen Poznań.
- 2.4. The Volkswagen Poznań supervisor for the respective third party company/guest shall provide further details regarding the required behaviour on the plant area (e.g. material pass, permission for image/sound recording, maps with location of gates).
- 2.5. Before entering or driving into the plant premises all third party company persons must present themselves at the reception desk by the entrance gate of the relevant plant with a photo ID, where they will receive a pass and OH&S training (unless they have already been entered in the OH&S register - training validity: 2 years).
- 2.6. External company employees/visitors must carry this pass with them at all times during their visit(s) and must present it when requested by the Facility Security or Corporate Security, Safety & Health.
- 2.7. The pass is the property of Volkswagen Poznań and must not be copied, altered, forged nor passed on to any third parties. The pass must be returned to the Facility Security on leaving the facility following the appointment/assignment.
- 2.8. If the pass is lost, the person who has lost it is obliged to report it immediately to the Facility Security or to the Plant Security Department in order to have the pass cancelled as soon as possible.
- 2.9. If the plant visit is related to the performance of work, the third party company must have a valid work permit issued by a Volkswagen Poznań plant employee, in order to start and to perform their work on the Volkswagen Poznań plant.
- 2.10. The final destination of the appointment shall be reached via a route specified at the reception desk by the entrance gate and the plant site must also be left via this route. Any buildings and halls may be entered and exited through doors dedicated for this purpose. Passing under open roller gates is prohibited. It is necessary to observe the safety regulations in force in the given area (e.g. wear personal protective equipment) as well as the prohibition, injunction, information and all warning signs/plates.

3. Plant Vehicle Access

- 3.1. Vehicles and other means of transport must be left in designated car parks or off-site parking areas.
- 3.2. In specific situations (such as bringing in heavy tools, or equipment), the third party company employee shall report the need of a vehicle access to the reception desk of the plant and, if justified, will be granted a one-time permission for loading/unloading (max. 30 minutes).
- 3.3. The vehicle access permit must be displayed in a prominent position behind the vehicle's windscreen.
- 3.4. It is prohibited to lend the vehicle access permit to any third parties.
- 3.5. When driving into the Volkswagen Poznań premises, only the driver of the vehicle is allowed in the cabin of the vehicle (not applicable to plant 2).
- 3.6. The driver is obliged to facilitate the inspection by opening the boot of the car and the interior of the vehicle. While doing so, the instructions of the Facility Security and the Plant Security Department must be followed.

- 3.7. All persons entering/driving into the plant or leaving/driving out of the plant may be inspected by the Facility Security. They are obliged to permit the inspection to take place, by showing their personal belongings being brought in and out.

4. Other Vehicular Traffic Rules

- 4.1. All persons present at the premises of the Volkswagen Poznań plant, irrespective of these rules and regulations and other internal regulations, are obliged to behave in accordance with the applicable provisions of Polish law and traffic regulations.
- 4.2. The Plant Security Department and Facility Security are authorized to check whether internal traffic regulations on the Volkswagen Poznań plant area are observed.
- 4.3. The maximum speed on the premises of Volkswagen Poznań is 30 km/h, unless otherwise specified by road signs. Detailed speed rules are described in the general OH&S conditions.
- 4.4. Parking on the premises is only allowed in designated locations.
- 4.5. Motor vehicle users who exceed the speed limit and/or do not observe the provisions specified in item 4.4 on the premises of Volkswagen Poznań will be subject to consequences defined by internal regulations.
- 4.6. Escape and emergency routes on the plant site must not be obstructed. Posted evacuation and emergency plans must be followed. These include the information on how to behave in case of an emergency and how to get to a safe place as quickly as possible.
- 4.7. There is a fundamental ban of vehicles access to halls. Exceptions may be granted by the Plant Security Department together with the area manager.
- 4.8. Motorized vehicles (buses, motorbikes, mopeds) and bicycles are strictly prohibited from entering the premises, as well as scooters, electric scooters, skateboards, electric skateboards and segways or other personal transport equipment.

5. Material Traffic

- 5.1. As a general rule, only everyday items may be brought onto the premises.
- 5.2. If the visit involves bringing in specific items, these must be listed as proven ownership on the Site Security material pass, issued at reception desk. Goods/equipment/tools/materials/production products, brought in/out and taken in/out to/from the plant, must be certified with the material pass, issued on a Volkswagen Poznań form.

6. Commercial Confidentiality Obligation

- 6.1. All persons are obliged to keep company secrets, i.e. to keep secret any information that constitutes the secrets of the Volkswagen Poznań Sp. z o.o. company, which may consist in particular of: all commercial, production, technical, technological, organizational information of the company or other information of economic value to Volkswagen Poznań, in particular: financial data, information produced in the course of work, traditional and electronic correspondence, information about customers and suppliers, personal data, data contained in the memory of computers and electronic information carriers and in documents belonging to Volkswagen Poznań and information concerning the intellectual protection rights of the business and other legal items, in particular: the content of manuscripts, texts, technical versions, photographs, films, video recordings, records, software, sound recordings. The above information constitute a legally protected trade secrets of Volkswagen Poznań within the meaning of the Civil

Code and provisions on combating unfair competition. This is confirmed by signing of the Non-disclosure Obligation (orga_63).

7. Audio/video recording

- 7.1. On the premises of all Volkswagen Poznań plants, it is forbidden to record video or audio without written personal permission. In particular, this applies to private devices.
- 7.2. The areas of the individual plants are covered by no-photograph zones. These zones are marked by placards at the entrances. In the case of a red no-photo zone, there is an obligation to seal the lenses on all recording devices or even a complete ban on bringing in devices with a camera functionality.



- 7.3. It is strictly forbidden to publish the images/video and audio recorded at the Volkswagen Poznań plant on social media or to share it with any third parties.

8. Consumption of alcohol or alcohol-like substances

- 8.1. It is prohibited to bring in or carry in vehicles and to consume alcohol or alcohol-like substances on all premises.
- 8.2. Tobacco products and electronic cigarettes smoking is also prohibited outside the designated areas.
- 8.3. Persons under the influence of alcohol or alcohol-like substances will not be allowed on the premises.

9. Violation of the provisions of entry and vehicle access regulations

- 9.1. Failure to comply with the rules shall result with the withdrawal of the pass, with the order to leave the plant premises and the premises entry/access ban.
- 9.2. Gross violations of applicable laws and internal rules contained in these regulations shall be immediately reported to the relevant services.
- 9.3. Expenses incurred in determining the extent of the damages may be charged to the offending party.

10. General Rules of Conduct

- 10.1. Children under the age of 15 are not allowed to enter any of the Volkswagen Poznań plants. This ban does not apply to organized tours according to the Volkswagen Poznań Commercial Vehicle Factory Tour Regulations.
- 10.2. It is forbidden to bring animals onto the premises of Volkswagen Poznań plants.
- 10.3. Private trading, brokering of any kind, sales and marketing activities or distribution of leaflets is prohibited on the Volkswagen Poznań plants premises.
- 10.4. It is forbidden to bring in firearms and dangerous objects, especially such that could be used as weapons, as well as other dangerous materials (e.g. explosives, chemicals, pyrotechnics).

- 10.5. Use of publicly accessible charging stations by visitors to charge their electric vehicles is prohibited.
- 10.6. Items found on the premises of Volkswagen Poznań plant should be immediately handed over to the Plant Security personnel.
- 10.7. When entering the protected area, doors and gates may not be held open for third parties, for courtesy or similar reasons.

11. Liability

- 11.1. Volkswagen Poznań shall only be liable to visitors in the event of willful misconduct or gross negligence. It is the visitor's responsibility to take appropriate protective measures. In the event of negligence and infringement of safety regulations, the visitor shall be obliged to compensate Volkswagen Poznań for any damage suffered. Companies cooperating with Volkswagen Poznań and their subcontractors shall also bear liability on the same terms.

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