

Visitor Rules for Excursions to the Production Plants of ŠKODA AUTO a.s.



In order to ensure safety and health protection for visitors to ŠKODA AUTO a.s. (hereinafter as the 'Company'), the following 'Visitor Rules for Excursions to the Production Plants of ŠKODA AUTO a.s.' (hereinafter as the 'Visitor Rules') is published applying to those excursions that are held on the premises of the Company production plants in Mladá Boleslav, Vrchlabí and Kvasiny.

I.

Basic provisions

- 1) The Visitor Rules apply to visitors entering the Company's premises as part of an excursion organised by the ŠKODA Museum.
- 2) By entering the Company's production plant and by participating in an excursion organised by the ŠKODA Museum, visitors express their consent to the creation of a contractual relationship between them and the Company and agree to the rights and obligations laid down in these Visitor Rules, which governs the contractual relationship.
- 3) The excursion to a plant is possible only for persons over 10 years old. Visiting minors over the age of 10 may enter the Company's premises only if accompanied by their legal representatives or by adults supervising the minors. The legal representative or the person supervising the minor(s) is obliged to properly supervise the minor's conduct, to be continuously knowledgeable of their movement and to prevent any of their actions that could cause damage.
- 4) The excursion route is a part of the Company's production premises, along which one's movement is possible only when accompanied by a designated guide and when following the guide's instructions.
- 5) Smoking is prohibited inside the Company's premises as well as on marked plots.
- 6) It is forbidden to enter the Company's premises under the influence of alcohol or addictive substances. It is also forbidden to bring, store and consume alcoholic beverages and other narcotic and psychotropic substances on the Company's premises.
- 7) It is also forbidden to enter the Company's premises with objects that could endanger the life or health of employees or third persons on the Company's premises (e.g. firearms, ammunition or explosives).
- 8) The Company reserves the right to deny entry to or to expel any visitor from the Company's premises who does not respect or does not comply with the requirements of these Visitor Rules, the instructions given by a designated guide or by Department SO – Company Security of ŠKODA AUTO or whose behaviour is found to be in conflict with legal regulations.
- 9) Visitors acknowledge that the Company's premises are monitored by a CCTV system with recording enabled. Recording and archiving are in accordance with the rules laid down in Act No. 101/2000 Coll., on personal data protection, as amended.



10) Making any images, photographs or filming, etc. is prohibited on the Company's premises. Equipment able to make image records means in particular cameras, video cameras and mobile phones with integrated cameras as well as laptops and other devices with integrated cameras.

11) The Company's liability for any damages incurred by visitors during an excursion is governed by generally binding legal regulations.

12) Visitors, legal representatives of minors or person supervising minors shall be liable for infringing the Visitor Rules and for damage caused in accordance with generally binding legal regulations.

II.

Visitor's duties

1) Visitors enter the Company's premises voluntarily and are obliged to respect all instructions given by their designated guides as well as occupational safety and health internal regulations on movement within the Company's premises so as not to expose themselves to a risk of injury or material damage.

2) Visitors are obliged to conduct in such a way that no Company's legitimate interests and property be jeopardised or damaged, including intangible assets (intellectual property, know-how, etc.). Visitors are also obliged to protect the environment – that is to keep things tidy and protect the greenery.

3) In the case of evacuation of persons from the Company's premises, visitors are obliged to follow the pictograms of escape routes and the instructions given by persons authorised to coordinate the evacuation.

4) Visitors are obliged to move only on pedestrian pathways and on marked pedestrian walkways in production shops (it is particularly forbidden to enter handling areas and any areas or places where material is loaded or unloaded, storage areas of finished vehicles, test polygons, areas of siding rails, etc.). An exception to this rule is the premises of the ŠKODA Parts Centre, where it is not possible to comply with the condition, therefore it is necessary to follow the route under the guide's instructions.

5) Visitors may enter the Company's premises **only in sturdy shoes without high heels**.

6) Visitors cannot bring bulky luggage with them for the excursion, which may put other visitors or the Company's operation at risk. Visitors are obliged to leave their bulky luggage at a predetermined place in accordance with the guide's instructions.

7) It is forbidden to move away from the group and the guide outside the designated route.

8) Visitors are obliged to pay increased attention when crossing roads due to vehicle traffic (the Company's premises are governed by Act No. 361/2000 Coll., on road traffic and on amendments to certain acts, and Decree No. 30/2001 Coll., which implements the road traffic rules and the road traffic regulation and management).

9) Visitors are obliged to pay attention to the movement of means of transport in the production shops and to give them way. Visitors are obliged to allow the passage of means of transport.

- 10) If a visitor wants to leave the excursion, they are obliged to tell the guide, who will make sure that the visitor is safely escorted from the Company's premises.
- 11) In view of passing industrial trucks, visitors are obliged to carefully monitor the traffic on the roads which the excursion route leads along.
- 12) Visitors are obliged to follow the safety instructions on safety signs placed at the entrances to buildings.
- 13) In the event of an accident, a visitor's deteriorated health condition during the excursion or other sudden need of a visitor to leave the excursion, the visitor needs to immediately tell the guide.
- 14) Visitors are obliged to use personal protective equipment assigned by the guide (goggles, high-visibility vests, technical equipment).
- 15) Visitors must not touch operation equipment, products and packaging or in any way handle the Company's equipment.

III.

Visitor's obligations during an excursion to the Foundry and the Forge

- 1) Visitors are allowed to enter only when using PPE: safety goggles, high visibility clothes or vests.
- 2) Visitors are allowed to enter only in clothes covering both arms and legs.
- 3) Entry is allowed only in sturdy shoes (closed heels and toes) without high heels.
- 4) Due to the safety risks that arise from the activities when distributing liquid metal, visitors are obliged to act with particular caution and concentration when moving around the Foundry.
- 5) A vehicle carrying liquid metal has a warning beacon and lights on and always takes precedence.
- 6) Visitors must not enter the roadway in such a way that a vehicle carrying liquid metal be suddenly forced to brake or change direction.

IV.

Visitor's obligations during an excursion to the Paint Shop

- 1) Visitors are allowed to enter only when using PPE: a white coat approved for movement in paint shops, sturdy shoes (closed heels and toes), no high heels.
- 2) Visitors cannot be wearing scarves, hats and other clothing posing a risk of fibre contamination.



3) Visitors to the Paint Shop must be "silicon free". They cannot have substances containing silicone put on them (such as perfumes, certain deodorants, hand lotions, etc.)

4) Others follow the Articles I and II of the Visitor Rules.

V.

Final provisions

1) These Visitor Rules take effect on 1 June 2022.

In Mladá Boleslav on 1 June 2022

Mgr. Andrea Frydlová, MBA
Head of ŠKODA Museum