



To ensure the health and safety of visitors at ŠKODA AUTO a.s. (hereinafter as 'the company') these Visitor rules for excursions at ŠKODA AUTO a.s. (hereinafter 'the Visitor rules') are implemented at the company's production sites in Mladá Boleslav, Vrchlabí and Kvasiny.

I.

### Basic regulations

- 1) The Visitor rules apply to the visitors entering the company's premises as part of an excursion organized by the ŠKODA Museum.
- 2) By entering the production plant and participating in this field trip organized by the ŠKODA Museum, visitors express their consent to the creation of a contractual relationship between them and the company and they agree with the rights and duties stipulated by these Visiting Rules by means of which this contractual relationship is regulated.
- 3) The factory tour is possible only for persons from the age of ten.
- 4) The excursion tour is takes place in the company's production areas that people may only access when accompanied by a guide and as instructed by them.
- 5) Smoking outside the designated areas is prohibited throughout the company.
- 6) It is forbidden to enter company premises under the influence of alcohol or other intoxicating substances. It is also forbidden to carry in, keep and use alcoholic beverages and other toxic or psychotropic substances on company premises.
- 7) It is forbidden carry in items which may threaten the health or safety of the company's employees or third persons on company premises (e.g. weapons, ammunition, pyrotechnics).
- 8) The company reserves the right to deny access to or order out of the company area every employee who shall not respect or follow the regulations of these Visitor rules, instructions of the guide or the department ZO – Brand security and protection, or whose behaviour is considered to be a breach of legal regulations.
- 9) The visitor acknowledges that the company premises are monitored by CCTV. Recording and archiving is in keeping with the rules defined by Act 101/2000 Sb. on personal data protection, as amended.
- 10) Recording any visual documentation, taking photos, recording videos, etc. is prohibited on company premises. Audiovisual recording devices include, cameras, video cameras, mobile phones with integrated cameras, notebooks and other devices with integrated cameras.
- 11) The company's liability for any injury caused to the visitors during an excursion is governed by generally binding legal regulations.
- 12) Breaching the Visitor rules and any damage caused is the visitor's (or their legal representative's for underage visitors) liability in keeping with generally binding legal regulations.

II.

### **Visitor's obligations**

- 1) The visitor enters the company voluntarily and they are obligated to follow all the instructions given to them by the guide, as well as the internal regulations ensuring occupational safety and health protection and rules of moving around the company premises, so that they do not expose themselves to harm to their health or property.
- 2) The visitor is obligated to behave so that the company's rightful interests and property are not damaged or threatened, including intangible property (intellectual property, expertise, and the like). Further they are obligated to protect the environment, i.e. maintain order and protect the greenery.
- 3) In the case of evacuation of persons from company premises the visitor must follow the exit signs and instructions of persons designated to manage the evacuation.
- 4) The visitor is obligated to only walk on pedestrian paths and follow the corridors for pedestrians in production shops (in particular, it is prohibited to enter the manipulation space, loading and unloading areas, storage areas of finished cars, testing polygon, railway, etc.) The exception is made in the ŠKODA Parts Centre where the rule cannot be observed. Therefore in terms of the route, visitors follow instructions of the guide.
- 5) Visitors are only allowed to enter company premises wearing solid shoes without high heels.
- 6) On the excursion, the visitor must not carry in large baggage that may endanger other visitors or the company's operation. The visitor is obligated to leave large baggage in an area previously designated by the guide.
- 7) It is forbidden to move away from the group and guide off the route.
- 8) The visitor is obligated to pay extra attention when crossing roads due to the traffic (Act 361/2000 Sb., on road traffic and changes to some acts, and the ordinance no.30/2001 Sb. executing the rules of road traffic and modifying the road traffic, apply in the company area).
- 9) The visitor is obligated to pay attention to the movement of vehicles in the production shops and give way to them. The visitor is obligated to allow for the passage of the vehicles.
- 10) If the visitor wishes to leave the excursion, they are obligated to inform the guide, who will then ensure their safe exit from the company premises.
- 11) During the excursion, the visitor must observe the road traffic carefully and pay attention to the forklift trucks.
- 12) The visitor is obligated to follow the safety instructions on the signs at the entrance to every building.
- 13) If the visitor is injured or their health deteriorates during the excursion, or any other reason for their exit occurs, the visitor is obligated to inform the guide.
- 14) The visitor is obligated to use personal protective items provided to them by the guide (protective goggles, reflexion vests, interpreting device).

15 The visitor must not touch any of the production facilities, products or containers, or manipulate the company's facilities in any other way.

III.

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

- 1) The visitors may only enter if using personal protective aids: protective goggles, high-visibility protective clothes or high-vis jacket.
- 2) Visitors may only enter in clothes which cover their upper and lower limbs.
- 3) Access is only permitted wearing solid shoes (full heel, full toe), no high heels.
- 4) Visitors who are not provided with items in accordance with points 1 to 3 are obligated to use all personal protective items provided to them by the guide (see picture on page 3 of the Visitor rules).
- 5) With respect to the safety risk involved in distributing liquid metal, the visitor is obligated to walk around the Foundry with particular care and attention.
- 6) The vehicles transporting liquid metal have a signal beacon and light switched on, and they always have right of way.
- 7) The visitor must not enter the driving lane, as this may cause vehicles transporting liquid metal to brake or change direction.

IV.

#### **Final provisions**

- 1) These Visitor rules come into effect on 1 September 2017.

In Mladá Boleslav on 1 September 2017.

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Head of ŠKODA Muzeum