

Rules for entry on foot and by vehicle to the ŠKODA PARS a.s. premises for external parties

External party - a natural person who is not an employee of Škoda Pars, meaning an employee of another company or institution, including transport vehicle drivers, a participant in an excursion, a student from a partner school, a student on placement, a child or spouse of an employee, etc.

Contact person - an employee of Škoda Pars being visited by an external party, or an employee specified in an Order or in a Contract for Work, Purchase Contract or otherwise designated as a contact person for Škoda Pars for cooperation with an external party, who organises and technically manages and takes over the work of the external party, or an employee of Škoda Pars taking over goods, organising an excursion, meeting, etc., and events at Škoda Pars.

Non-working hours – for entry by vehicle to a warehouse and for dispatch, non-working hours are every business day before 6 a.m. and after 2 p.m. and then every weekend and public holiday, while for entry on foot and by vehicle for other external parties, non-working hours are every business day before 6 a.m. and after 4.30 p.m. and then every weekend and bank holiday.

Basic rules for entry on foot and by vehicle for external parties

- **Private visits** to the Škoda Pars premises are **prohibited**.
- **Children** (except for children participating in excursions, work experience, placements and children's events) **and animals** (except for animals during special events such as children's events, exhibitions, etc.) **are not allowed to enter** Škoda Pars.
- External parties, including transport vehicle drivers, **must know the contact person** in order to be able to check in successfully at Škoda Pars.
- External parties acknowledge that Škoda Pars uses **CCTV** surveillance in accordance with Section 316 of the Labour Code for the purposes of property protection and occupational safety and health. Locations and buildings equipped with cameras are marked with information boards.
- Vehicles not delivering goods, materials or equipment for carrying out work for Škoda Pars are not allowed to enter Škoda Pars.
- External parties must **enter Škoda Pars on foot or by vehicle and leave Škoda Pars on foot or by vehicle only through the gatehouse**. The only exception is for drivers of rail vehicles entering Škoda Pars through the rolling stock gate.
- External parties are authorised to enter Škoda Pars on foot or by vehicle **without written permission only on business days between 6 a.m. and 4.30 p.m. and provided that a contact person is present at the Škoda Pars premises** and is informed of their presence at Škoda Pars.
- Road vehicles arriving **at a Škoda Pars warehouse or dispatch centre are only allowed to enter without written permission on business days between 6 a.m. and 2 p.m. (1.30 p.m. on Fridays)**, when the presence of warehouse or dispatch staff and the unloading of goods can be guaranteed.
- An external party must inform the Škoda Pars contact person in advance of the time they expect to be present at Škoda Pars and must **secure written permission through the contact person if they will be present during non-working hours**.
 - **This written permission** is issued on the *Permission for entry to the company on foot and by vehicle* form available at [Škoda Pars | Škoda Group a.s. \(skodagroup.com\)](https://skodagroup.com) / For download. The completed form must be sent electronically by the external party to the contact person at Škoda Pars, who will ensure the approval of the permit in question and storage in the shared directory S:\PARS\Vyroba\Ostraha\Vstupy_vjezdy.
- An external party must **provide Škoda Pars security with basic truthful information** about themselves at each entry to Škoda Pars on foot and by vehicle, including in particular the name of the entity (employer), their own name and surname, the reason for entry on foot or by vehicle and the name of the Škoda Pars contact person (the person being visited).
- **Upon arrival at Škoda Pars on foot or by vehicle, an external party must report to security all items in their personal luggage or vehicle that could be considered as property of Škoda Pars when they leave Škoda Pars**. Security is entitled to take photo documentation of such items before the external party enters Škoda Pars,

or the external party must fill in the *Record of bringing property into the company* form available at [Škoda Pars | Škoda Group a.s. \(skodagroup.com\)](https://skodagroup.com) / For download.

- **If an external party will take away anything material when leaving Škoda Pars on foot or by vehicle, they must submit a relevant document** such as a waybill, delivery note, confirmed order for the removal of the item for repair or service, waste handover note or another record entitling the external party to take the item away from Škoda Pars. They can also use the *Record of temporary removal of property from the company* or *Record of removal of waste from the company* forms available at [Škoda Pars | Škoda Group a.s. \(skodagroup.com\)](https://skodagroup.com) / For download.
- An external party acknowledges and agrees that **when leaving Škoda Pars on foot or by vehicle, they may be subject to an inspection of all spaces in their means of transport and luggage** for the protection of Škoda Pars property.

Binding Ten Commandments for drivers entering Škoda Pars

1. Before entering the premises by vehicle, familiarise yourself with the following binding rules and, after entering, comply with the instructions of Škoda Pars employees - in particular, follow your designated route in the premises corresponding to the current traffic situation and traffic signs, and move only in the area designated for your activity
2. In all handling and storage areas, priority of movement is given to handling equipment.
3. Wear a reflective vest, work footwear and other prescribed PPE when moving outside the vehicle cab. Wear a safety helmet in the prescribed places.
4. When unloading or loading cargo, switch off the ignition, remove the keys from the ignition, get out of the vehicle and lock the vehicle (applies for vehicles over 3.5 t).
5. Making and receiving telephone calls during loading/unloading in the cargo handling area is only allowed inside the cab.
6. When loading and unloading the vehicle, stay close to the vehicle cab. If you have to assist with the loading, do so only on the side of the vehicle from which the loading is taking place, so that eye contact can be maintained between you and the driver of the handling equipment at all times. Always keep a safe distance from a forklift, including when it is at rest (forks down).
7. You must not enter the working area of handling equipment, especially cranes and forklifts. The minimum safe distance from a forklift is 1.5 m. You may only enter the working area of a forklift when eye contact with the forklift driver is made and there is no danger from the movement of the forklift or its load. A forklift driver must not set the forklift in motion if there is a pedestrian in the forklift working area. You must not enter the load area of a vehicle being loaded/unloaded when goods are being loaded/unloaded by handling equipment (crane, forklift, etc.).
8. A vehicle may only be started after the unloading/loading is completed after mutual agreement between the driver and the employee cooperating with the loading/unloading of the vehicle.
9. Smoking is only allowed in designated and marked areas.
10. Leave the Škoda Pars premises immediately after the unloading/loading is completed.

The external party confirms that they have familiarised themselves, their employees, suppliers and transport vehicle drivers who will be entering the Škoda Pars premises in connection with an order/contract, with the above Rules for entry on foot and by vehicle to the Škoda Pars premises for external parties, and that they will comply with them.

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| Name of external organisation/natural person: | |
| Registered office of the external | |

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| organisation/natural persons: | |
| Business ID number: | |
| Representative of the external organisation/natural person who carried out and/or arranged the familiarisation (name, surname and signature) | |