

## ŠKODA PARS a.s. Visiting Rules

- 1) The visiting rules **apply to all visitors/outsiders who enter the premises of ŠKODA PARS a.s.** (hereinafter referred to as Škoda Pars).
- 2) A visitor/outsider is any natural person who is not an employee of Škoda Pars (an employee of another company or institution, including transport vehicle drivers, excursion participants, pupils or students on work experience, etc.) who enters/drive the Škoda Pars premises for work reasons in order to meet with a specific employee of the company or an employee of a contractual partner leasing Škoda Pars, or for the purpose of performing work on the Škoda Pars premises.
- 3) **Private visits to the Škoda Pars premises are prohibited.**
- 4) **Children (persons under 18 years of age) are not allowed to enter the Škoda Pars premises**, with the exception of organised work experience, internships, permitted excursions and other publicly accessible events organised on the Škoda Pars premises with the possible participation of children.
- 5) Visitors are required to enter/drive into and leave/drive out of Škoda Pars only through the gatehouse. The only exception is train drivers entering Škoda Pars through the gate for rail vehicles.
- 6) **Entrances and exits to the Škoda Pars premises are time-limited.** Visitors/outsiders are authorised to enter Škoda Pars without written permission only on working days between 6 a.m. and 4.30 p.m. and provided that a contact person who has been informed of their presence at Škoda Pars is present on the premises.
- 7) Road vehicles arriving at the Škoda Pars warehouse or dispatch department are authorised to enter without written permission only on working days between 6 a.m. and 2 p.m. (on Fridays until 1.30 p.m.), when the presence of warehouse or dispatch employees and the unloading of goods is guaranteed.
- 8) **An unauthorised person is obliged to inform the contact person at Škoda Pars in advance** of the time they expect to be present at Škoda Pars and is obliged to obtain written permission from the contact person for non-working hours.

Written permission is issued on the form *Permission to enter and drive into the company*, which is available for download at <https://www.skodagroup.com/cs/stranka/bozp-po-pars/> / “Ke stažení”. **The completed form shall be sent electronically by the visitor to the contact person at Škoda Pars**, who shall ensure that the permit is approved and stored in the shared folder S:\PARS\Vyroba\Ostraha\Vstupy\_vjezdy.

- 9) **Visitors are not permitted to**

- bring items to the Škoda Pars premises that could endanger the life or health of employees or third parties on the company premises (e.g. firearms, ammunition, pyrotechnics, prohibited chemicals, etc.).
- enter/drive in with items that could be considered company property or customer property (upon arrival for a meeting, these items must be stored in a locked locker in the visitor room, or, if necessary for use during the visit or while performing work on the Škoda Pars premises, reported to security before entry/access and documented – recorded – upon bringing them onto the Škoda Pars premises photo – security is authorised to take photographic documentation of such items, or the visitor is required to fill in the form *Record of bringing foreign property into the company* – “Záznam o přivezení / přinesení cizího ...”, which is available at <https://www.skodagroup.com/cs/stranka/bozp-po-pars/> / “Ke stažení”, before entering Škoda Pars).
- take away items that could be considered company property or customer property; if an unauthorised person takes away/removes any material items when leaving Škoda Pars, they are required to present a document such as a consignment note, delivery note, confirmed order for the removal of items for repair or servicing, waste transfer note or other record authorising the foreign person to take away/remove items from Škoda Pars; They may also use the form *Record of Temporary Removal of Property from the Company or Record of Waste Removal from the Company* – “Záznam o dočasném vyvezení...”, which are available for download at <https://www.skodagroup.com/cs/stranka/bozp-po-pars/> / “Ke stažení”.

- 10) **Vehicles that do not deliver goods, materials or resources intended for work for Škoda Pars are not permitted to enter Škoda Pars.**
- 11) Visitors arriving by vehicle are **required to park their vehicles in the designated parking area at the gatehouse**, as instructed by Security, and then move around the Škoda Pars premises on foot, accompanied by the person they are visiting.
- 12) Visitors/outsiders entering the premises by vehicle for work purposes, with the exception of outsiders who will remain in close proximity to and within sight of their vehicle, are required to **fill out an Outsider Driver Card upon arrival at the premises, at the latest after parking their vehicle and before leaving it**, which they received from security, place it visibly behind the windscreen of the vehicle and leave it there for the entire duration of parking and driving on the premises, and return the Guest Driver Card to security upon leaving the premises.
- 13) **Furthermore, visitors/non-residents are required to**
  - a) **know the contact person**, i.e. the Škoda Pars employee visited by the external person, or the employee specified in the Order or in the Contract for Work, Purchase Contract or otherwise designated as the contact person for Škoda Pars for cooperation with the external person, who organisationally and technically manages and takes over the work of the external person, or the employee (unit, department) Škoda Pars taking over goods, organising excursions, meetings and other events at Škoda Pars for the purpose of successful handling at Škoda Pars.
  - b) tolerate the recording of their name, surname, employer's name and time of arrival in the Visitor's Book at the reception desk, **after presenting their identity document** (ID card, passport) to security, provide security with truthful information about the reason for entering or driving into the Škoda Pars premises.
  - c) **confirm with their signature in the Visitor Log** (upon arrival for a business meeting) that they have read the *Safety Information for Visitors* (leaflet handed out by security) and these *Visiting Rules*, or in the Working Visitors' Book (upon arrival for the purpose of performing work) that they have familiarised themselves with the *OHS, Fire Safety, Environmental Protection and Energy Management Conditions for External Persons Working on the Škoda Pars Premises* and these *Visitor Rules*, and to familiarise themselves with the content of these documents,
  - d) **wait for the arrival of the person being visited** in the reception area of the gatehouse or in the area behind the entrance to the premises to verify the presence of the Contact Person on the premises with security, and only then enter the premises,
  - e) at the request of security, **undergo a possible alcohol and drug test before entering the Škoda Pars premises** and refrain from consuming any alcohol or drugs during the visit,
  - f) if entering on foot for a meeting, **wear the card/business card for visitors** received from security around your neck and keep it visible around your neck at all times while on the Škoda Pars premises, including during breaks during meetings (e.g. during lunch) and return the card to the reception desk when leaving the premises,
  - g) **equip yourself with PPE** (personal protective equipment and aids) specified in the document *Conditions of Occupational Health and Safety, Fire Protection, Environmental Protection and Energy Management during the work of external persons on the Škoda Pars premises*, or assigned by the contact person in accordance with the organisational regulations, and use them throughout their entire stay on the Škoda Pars premises.
  - h) **Upon leaving the Škoda Pars premises, visitors must allow their luggage to be inspected** by means of visual inspection (unless they have used the option to store their luggage in a lockable locker in the Visitors' Room) and their clothing with a metal detector, and when leaving by vehicle, to undergo an inspection of all areas of the vehicle and the luggage in it for the purpose of protecting the property of Škoda Pars and its customers.
- 14) Visitors/outsiders are **required to follow the instructions in the *Safety Information for Visitors* leaflet provided by security or in the *Health and Safety, Fire Safety, Environmental Protection and Energy Management during the work of visitors on the Škoda Pars premises***, which are a mandatory part of orders

and contracts, and to follow the instructions of the contact person, which are based on general and internal organisational measures to ensure occupational health and safety and fire protection, in particular

- comply with the rules for movement within the premises, i.e. in particular movement on marked roads, no walking on the tracks, no entering technological, production and storage areas without an escort,
- not to tamper with any equipment, not to touch control panels, not to press control buttons, not to linger near machines and equipment,
- be aware of possible hazards, such as collision with a rail or road vehicle, collision with a forklift truck or other service machinery, beware of suspended loads, tripping and falling, falling into a pit, getting caught in a gate, electric shock, dust and welding aerosols, noise, chemical pollutants, chemicals and mixtures,
- observe the speed limit of 20 km/h on the premises, watch traffic, do not park your vehicle in the clearance gauge of the tracks, rail vehicles have right of way,
- when moving around Škoda Pars premises, pay attention to the signs indicating escape routes and assembly points in case of fire, the location of fire extinguishers and first aid kits,
- in the event of an emergency or accident, immediately inform the accompanying person and the Škoda Pars reception desk,
- Respect the ban on smoking on the Škoda Pars premises outside designated smoking areas and the ban on handling open flames.
- respect the ban on photography and filming on the Škoda Pars premises unless you have written permission from Škoda Pars,
- keep the Škoda Pars premises tidy, sort waste and place it in the designated waste containers – paper, plastics, metals, food waste, residual waste, etc.
- not to waste water and energy, and
- if you notice or cause a leak of hazardous substances, use the equipment from the nearest emergency kit – a yellow bin marked EMERGENCY KIT – to eliminate the leak and call the Škoda Pars gatehouse.

- 15) **Škoda Pars reserves the right to refuse entry or expel from the Škoda Pars premises any person who fails to respect or comply with the requirements of these Visiting Rules, the instructions of the visited party or security personnel, or whose behaviour is found to be in violation of legal regulations.**
- 16) Visitors are liable for any violation of these Visitor Rules and for any damage caused in accordance with the valid and effective legal regulations of the Czech Republic, in particular Act No. 89/2012 Coll., the Civil Code.
- 17) **Visitors/third parties acknowledge and** agree that the premises of Škoda Pars are monitored by a camera system with the possibility of recording. When recording and archiving, the rules for the protection of personal data laid down in Regulation (EU) No. 679/2016 of the European Parliament and of the Council (EU) 679/2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter referred to as "GDPR") and Act No. 110/2019 Coll., on the processing of personal data, as amended. Camera recordings are stored for a maximum of 14 days, and workplaces with cameras are properly marked.
- 18) The personal data processing policy for visitors is available for inspection at the company reception and on the website in the Privacy section: <https://www.skodagroup.com/cs/ochrana-soukromi/zasady-zpracovani-osobnich-udaju/navstevnik-arealu-skoda-4>.

**The responsible representative of the external party confirms that they have familiarised themselves, their employees, contractors, and transporters of goods and merchandise who will enter the Škoda Pars premises in connection with an order/contract concluded with Škoda Pars with the above-mentioned Škoda Pars Visitor Rules and that they will respect them.**

<b>Name of external organisation/natural person:</b>	
<b>Address of the registered office of the external organisation/natural person:</b>	
<b>Company ID:</b>	
<b>Representative of the external organisation/natural person who familiarised the persons with the rules and/or ensured their compliance (name, surname and signature)</b>	