

## **Visitors' Guidelines for Excursions to the Premises of Škoda Auto a.s. Production Plants**

In order to ensure the safety and health protection of visitors to Škoda Auto a.s. (hereinafter referred to as “the Company”), these “Visitors' Guidelines for Excursions to the Premises of Škoda Auto a.s. Production Plants” (hereinafter referred to as “the Visitors' Guidelines”) have been issued for tours of the Company's production facilities in Mladá Boleslav, Vrchlabí, and Kvasiny.

### **I. General Provisions**

1. The Visitors' Guidelines apply to visitors who enter the Company's premises as part of an excursion organized by the Škoda Museum.
2. By entering the Company's production plant and participating in an excursion organized by the Škoda Museum, visitors express their consent to the establishment of a contractual relationship between themselves and the Company and agree to the rights and obligations set out in these Visitors' Guidelines, which govern the contractual relationship.
3. Excursions to the plant are only possible for persons aged 10 and above. Minors over the age of 10 may only enter the Company's premises when accompanied by a legal guardian or an adult supervising the minor. The legal guardian or adult supervising the minor(s) is obliged to properly supervise the minor's behaviour, keep track of their movements at all times, and prevent any behaviour that could cause damage.
4. The excursion route is part of the Company's production premises, which may only be accessed when accompanied by a designated guide and in accordance with their instructions.
5. Smoking is prohibited within the Company's premises and on designated land.
6. It is prohibited to enter the Company's premises under the influence of alcohol or addictive substances. It is also prohibited to bring in, possess or consume alcoholic beverages or other narcotic or psychotropic substances on Company's premises.
7. It is prohibited to bring items onto the Company's premises that may endanger the life or health of employees or third parties (e.g. weapons, ammunition, explosives or pyrotechnics).
8. The Company reserves the right to deny entry or expel from the Company's premises any visitor who does not observe or comply with the requirements of

these Visitors' Guidelines, the instructions of the designated guide or the SO – Škoda Auto Corporate Security department, or whose behaviour is found to be in violation of legal regulations.

9. Visitors acknowledge that the Company's premises are monitored by a CCTV system with image recording capabilities. Video recording and archiving follows the rules set out in Act No. 101/2000 Coll., on Personal Data Protection, as amended.
10. It is prohibited to take any visual documentation, photographs, films, etc. on the Company's premises. Image recording devices include, in particular, cameras, video cameras, mobile phones with integrated cameras, laptops and other devices with integrated cameras. The exception is the interior of the "*A Glimpse into the Depository*" depository in building V4.
11. The Company's liability for any damage incurred to visitors is governed by generally binding legal regulations.
12. Visitors, legal guardians of minor visitors, or persons supervising minors are liable for any violations of the Visitors' Guidelines and for any damage caused in accordance with generally binding legal regulations.

## **II. Obligations of Visitors**

1. Visitors enter the Company's premises voluntarily and are obliged to follow all instructions given by the designated guide, as well as internal regulations to ensure health and safety at work and rules for movement within the Company's premises, so as not to expose themselves to the risk of injury or damage to property.
2. Visitors are obliged to behave in such a way as to avoid endangering or damaging the legitimate interests and property of the Company, including intangible assets (intellectual property, know-how, etc.). They are also obliged to protect the environment, i.e., to maintain order and protect greenery.
3. In the event of an evacuation of persons from the Company's premises, visitors are required to follow the escape route pictograms and the instructions of persons authorized to conduct the evacuation.
4. Visitors are required to move only on pedestrian walkways and, in production halls, on marked pedestrian corridors (in particular, it is prohibited to enter handling

areas and spaces, material loading and unloading areas, storage areas with finished vehicle, test tracks, the area of railway siding, etc.).

5. Visitors are only allowed to enter the Company's premises in sturdy shoes without heels.
6. Visitors are not allowed to bring bulky luggage on the tour, which may endanger other visitors or the Company's operations. Visitors are required to leave bulky luggage in a designated area as instructed by the guide.
7. It is forbidden to stray from the group and the guide outside the designated route.
8. Visitors are required to pay increased attention when crossing roads due to the traffic of passenger and freight vehicles (Act No. 361/2000 Coll. on Road Traffic and on Amendments to Certain Acts and Decree No. 30/2001 Coll., Implementing the Rules of Road Traffic and the Regulation and Control of Road Traffic) applies on the Company's premises).
9. Visitors are required to pay attention to the movement of vehicles in the production halls and give them priority. Visitors are required to allow vehicles to pass.
10. If a visitor wishes to leave the tour, they are required to notify the guide, who will ensure their safe exit from the Company's premises.
11. Visitors are required to carefully monitor traffic on the roads along the tour route due to the movement of motorized vehicles.
12. Visitors are required to follow the safety instructions on the safety signs at the entrances to the buildings.
13. In the event of an accident, deterioration of the visitor's health during the tour, or any other sudden need for the visitor to leave the tour, the visitor is required to report this to the guide immediately.
14. Visitors are required to use the personal protective equipment provided by the guide (safety goggles, reflective vests, technical equipment).
15. Visitors are not allowed to touch operating equipment, products, or packaging, or to handle the Company's equipment in any way.

### **III. Obligations of Visitors during Excursions to the Foundry and Forge**

1. Visitors are only allowed to enter when wearing PPE: safety goggles, high-visibility clothing, or a high-visibility vest.

2. Visitors are only allowed to enter when wearing clothing that covers their upper and lower limbs.
3. Entry is only permitted in sturdy footwear (closed heel, closed toe), without heels.
4. Due to the safety risks associated with the transport of molten metal, visitors are required to behave with particular caution and concentration when moving around the foundry.
5. Vehicles transporting molten metal have their warning lights and headlights on and always have right of way.
6. Visitors must not enter the traffic lane in such a way that a vehicle transporting molten metal is suddenly forced to brake or change direction.

#### **IV. Obligations of Visitors during Excursions to the Paint Shop**

1. Visitors are only allowed to enter when wearing PPE: a white coat approved for use in paint shops, sturdy shoes (solid heel, solid toe), without heels.
2. Visitors must not wear scarves, hats, or other items of clothing that pose a risk of fibre contamination.
3. Visitors to the paint shop must be “silicone free”. They must not wear substances containing silicone (e.g., perfumes, some deodorants, hand creams, etc.).
4. The rest is governed by Articles I and II of the Visitors' Guidelines.

#### **V. Final Provisions**

1. These Visitors' Guidelines enter into force on 1 October 2025.

Mladá Boleslav, 1 October 2025

Mgr. Andrea Frydlová, MBA

Head of Škoda Museum