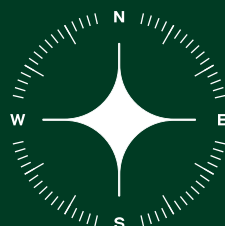
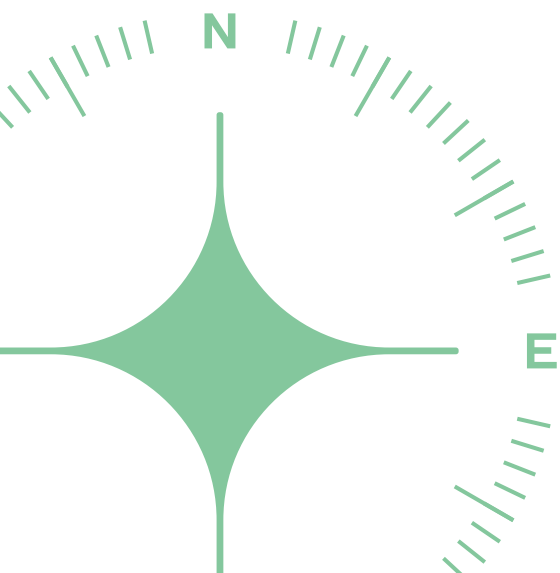


SKODA

# Our Code



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### **Support**

# Group Essentials

The Group Essentials are our Group's foundation of values and connects all people across all brands and companies. They form the basis of our corporate culture.



We take on responsibility for the environment and society.



We are honest and speak up when something is wrong.



We break new ground.



IV

We live diversity.

We are proud of  
the work we do.

V

VI

We not me.

We keep our word.

VII



# We are one

Our fundamentals for Integrity and Compliance

# We are one

The Volkswagen Group Code of Conduct, Our Code, is the ethical and values-based foundation for acting with integrity and in compliance with the rules in our group. It serves as a binding guideline for all employees in all brands and companies – all over the world.

Together, we bear responsibility for our collaboration, our workplace, the environment, sustainability and society. We approach one another and everyone else with respect and fairness, as equals. We take a stance, and we are steadfast and courageous in standing up for our values and principles – regardless of time, economic or social pressure.

We are firmly convinced it is essential for each and every one of us – employees, Board Members and managers – to act with honesty in order to foster trust in our company, our products, services, and innovations. That is why the decisions we take in all areas of work and in all roles must be in accordance with our corporate values and comply with valid national and international laws and regulations, as well as internal voluntary commitments. This also holds true for the

continued evolution of our company, as well as the choice, procurement, development and use of innovative technologies like artificial intelligence. Transparency is important to us, and our approach to innovative technologies ensures that users' rights and security are respected.

We do not tolerate violations of the Code of Conduct. Anyone who violates our rules must expect appropriate consequences. To make sure that does not happen, we seek advice and support so that together, we protect our company, its values and the reputation of all the brands.

Each of us is personally responsible for complying with **Our Code**. It is up to all of us to familiarise ourselves with the Code's principles and to be guided by them in our day-to-day decision-making. For a Volkswagen Group on the move, for the protection of people and the environment, and for future generations.

# We are committed individuals

We embrace our corporate values, principles and rules, thus promoting trustful, sincere and fair interaction with one another. We are all role models.



- 1.1 Human rights
- 1.2 Ethical leadership
- 1.3 Diversity, equal opportunities and equal participation
- 1.4 Speak up
- 1.5 Employee representation





## 1.1 Human rights

# We take responsibility for human rights

### Corporate principle

Respect for human rights is of paramount importance. We are convinced that sustainable economic activity is only possible by acting ethically and with integrity. Within the framework of our entrepreneurial activities, we are fully committed to our responsibility regarding human rights. The Group Board of Management, the Volkswagen Group European Works Council and the Volkswagen Group Global Works Council have fulfilled this responsibility in the Group's Declaration on Social Rights, Industrial Relations and Business and Human Rights, known as the Social Charter.

We confirm our commitment to major international agreements and declarations, in particular the International Bill of Human Rights and the core labour standards of the International Labour Organization (ILO). Our entrepreneurial activities follow the UN Guiding Principles on Business and Human Rights (UN Global Compact), which determine the most important cornerstones for our actions.

### My contribution

As an employee, I can also make my contribution to respecting human rights. I regard human rights as a fundamental guideline, and I am vigilant against human rights abuse that is happening around me or of which I become aware.

If I have concerns regarding human rights abuse in my professional surroundings, I prevent it or stop it immediately. If necessary, I inform my supervisor or get in touch with any of the contacts listed in the chapter on "Support".



We are committed individuals

## Example

Inform your superior and the Whistleblower System of your concerns about human rights abuse. Our company will examine the allegations in greater detail and take

the necessary measures. This may include terminating business relations with the supplier in question.

# We lead based on our values

### Corporate principle

We embrace our corporate values, principles, and rules, take responsibility for both personal and corporate growth and lead by example. We perform our duties and manage our powers and roles in an appropriate, fair and responsible manner. That also applies for personal relationships in the workplace, in particular insofar as existing employment or hierarchical dependencies may be exploited. Our decisions are always transparent, show good judgment, are guided by integrity and are taken in the best interests of the company and its employees, business partners and shareholders. We strengthen trust and shape change in the company through our values-based leadership.

### My contribution

I am aware of my function as a role model both within the company and in a broader context. My conduct and actions are always guided by integrity and a sense of responsibility and are based on this Code of Conduct, our corporate values, principles and rules. I advocate interaction with one another in a spirit of trust, honesty and fairness, and I am open to different points of view.

### Example

To complete a project on schedule, your team would like to skip one step in the process. They say the step is unnecessary.

You point out that the valid rules must be followed, regardless of any pressure. Together, you search for a solution that complies with the requirements and our values. You undertake to revise the process in collaboration with everyone involved and, where possible, to make it leaner. You commit to that as a manager and team member.



# We live diversity

### Corporate principle

Diversity, equal opportunities and equal participation are important principles for fair, non-discriminatory and respectful coexistence. We believe in cooperation in a spirit of partnership, tolerance and mutual respect. We foster diversity in the workforce and support an inclusive work environment.

We offer equal opportunities for everyone and reject all forms of discrimination. This applies in particular to unequal treatment due to ethnic or social origin, skin color, biological sex, nationality, language, religion, ideology, age, physical or mental disabilities, gender identity, sexual orientation, political views or any other characteristics protected by law. We embrace diversity, actively support inclusion and create an environment that not only encourages the engagement of all employees but also fosters each employee's individuality in the interests of the company.

Our employees are selected, hired and developed based on their qualifications and their skills.

### My contribution

I observe the principles of diversity, equal opportunities and equal participation and encourage people around me to do the same.

If I see any violations of the principles of equal opportunities and equal participation, such as unequal treatment, harassment or bullying, I make the persons involved aware of their misconduct. If I am not in a position to directly influence events, I notify the HR department of the incident immediately or get in touch with the contacts listed in the chapter on "Support".

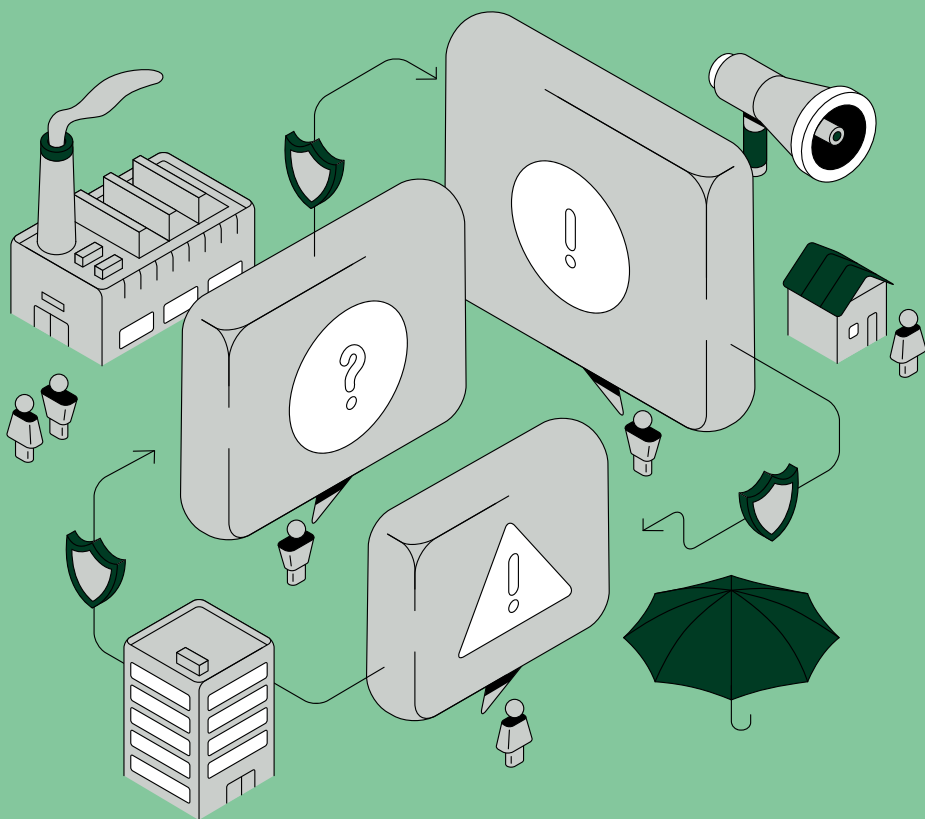
### Example

A colleague whom you know personally tells you that a candidate for a job was probably turned down because she wears a headscarf, even though she was the best-qualified candidate for the job.

Help to clarify the situation by informing your supervisor or the relevant HR department immediately, or report this conduct to the Whistleblower System so that appropriate action can be taken.

## 1.4 Speak up

# We speak up when something is wrong



## Corporate principle

We want to learn from mistakes and continuously improve. That is why we speak up about wrongdoings or as soon as something doesn't feel right, even if that is awkward and uncomfortable. To this end, we promote a culture of integrity and actively seek dialog within our team and with our supervisors. We seek advice and support if we have questions and problems. We protect everyone who contributes to this culture.

For us, compliance with external and internal rules at all times is a given. We do not tolerate misconduct. We believe that turning a blind eye can never be the right solution. That is why we react immediately and appropriately to misconduct and violations of our rules.

Managers always lead by example through conduct that is in accordance with our rules and regulations. They perform this important function by supporting employees to comply with the rules, promoting an error culture and following up on violations.

## My contribution

My first point of contact for questions, concerns or the reasonable suspicion of a violation of internal or external regulations is my supervisor. Alternatively, I can seek advice from the relevant subject matter experts. The HR department and employee representatives, as well as Compliance, are also available to provide support. In addition, I should report any reasonable suspicion of serious regulatory violations via the Whistleblower System. As a management-level employee. I am obliged to report any such suspicion.

### Example

Your supervisor asks you to perform small favors for them in your free time, such as chauffeuring relatives. You agree because you are afraid of negative consequences if you refuse.

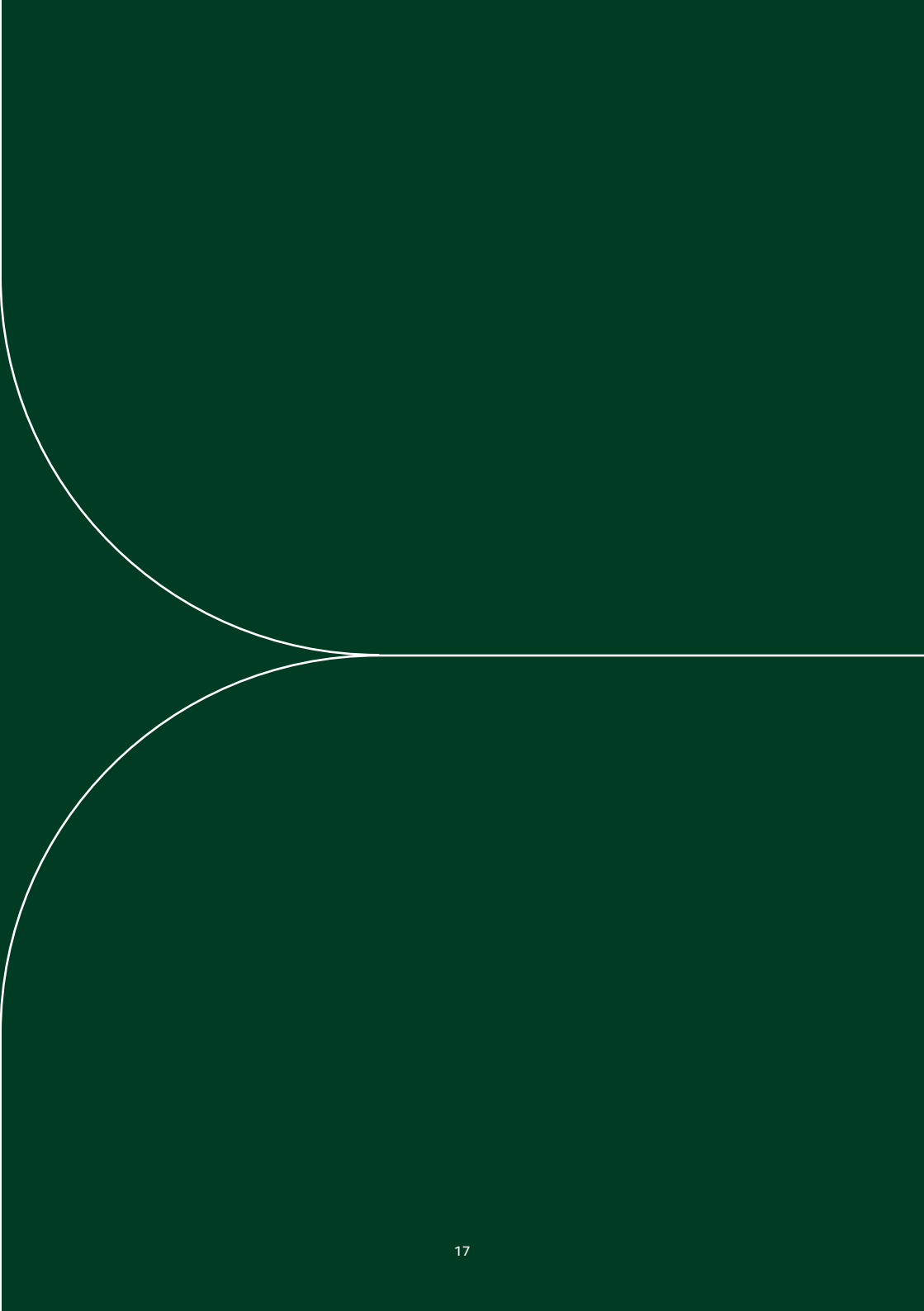
If you notice possible misconduct, speak up immediately and inform the HR department or the Whistleblower System.

## **We work together in close partnership – constructive, cooperative and fair**

We recognise the basic right of all employees to establish trade unions and employee representations.


We are committed to working with employee representatives in candor and trust, conducting a constructive and cooperative dialog and striving for a fair balance of interests. Professional dealings with employee representatives are part of our corporate culture.

Safeguarding the future of the Volkswagen Group and its employees is achieved in a spirit of cooperative conflict management and social commitment, on the basis and with the goal of ensuring economic and technological competitiveness. Economic efficiency and job protection are equal-ranking and shared goals.



# We are reliable colleagues

We take our responsibility in the workplace seriously and protect what is valuable for our team, our company and our customers.

- 
- A photograph of three workers in a warehouse. On the left, a man in a blue t-shirt operates a grey and blue pallet jack. In the center, a man with a beard and tattoos, wearing a blue t-shirt and grey overalls, walks with his hands in his pockets. On the right, a woman in a blue zip-up jacket and dark pants walks towards the camera, holding a clipboard. The background shows a large industrial space with high ceilings, metal structures, and various equipment. A white curved line graphic separates the top text from the bottom list.
- 2.1 Occupational health and safety
  - 2.2 Handling company assets
  - 2.3 Security and protection of information, know-how and intellectual property





# We respect and promote health and safety

### Corporate principle

We take our responsibility for the safety and health of our employees very seriously. We promote occupational health and safety in line with the provisions of national laws and regulations and with the occupational health and safety policy of the company.

Occupational health and safety for all employees is fundamental to ensuring a sustainable future for our company and to positioning our company as an attractive employer. All accidents at work and work-related illnesses are generally preventable. Therefore, we aim to ensure the protection and promotion of physical and mental health. This requires the cooperation and participation of all.

### My contribution

I comply with occupational health and safety regulations and instructions. I do not endanger my own health and safety or that of my team or third parties. I support them, do not look the other way, and I accept help.

Within my area of responsibility, I take all appropriate and statutory measures to ensure a safe working environment. I draw attention to unsafe actions or conditions. I make an active

contribution to maintaining and promoting my health by voluntarily participating in preventive healthcare and health promotion activities.

I follow instructions, attend training and align my daily actions with them.

### Example

You notice that a device in your department appears to have an electrical defect.

Do not activate the device. Instead, immediately notify the responsible supervisor to coordinate further measures. It is not permitted to repair electrical equipment yourself, as this may be dangerous.



# We protect our assets – whether visible or invisible

### Corporate principle

We respect the company's tangible and intangible assets and do not use them for non-business purposes but solely to achieve the company's business objectives. Exceptions are possible if internal policies and guidelines permit private use.

### My contribution

I adhere to the company's rules and exercise care when handling company assets.

### Example

You're moving house and need some tools to assemble furniture. A member of your team who works on the same production line suggests you take some production department tools home over the weekend.

You reject the suggestion and point out that tools can only be used for company purposes.

## We protect information and intellectual property

### Corporate principle

We are aware of the value of company know-how and take great care to protect it. We respect the intellectual property of competitors and business partners, as well as other third parties.

### My contribution

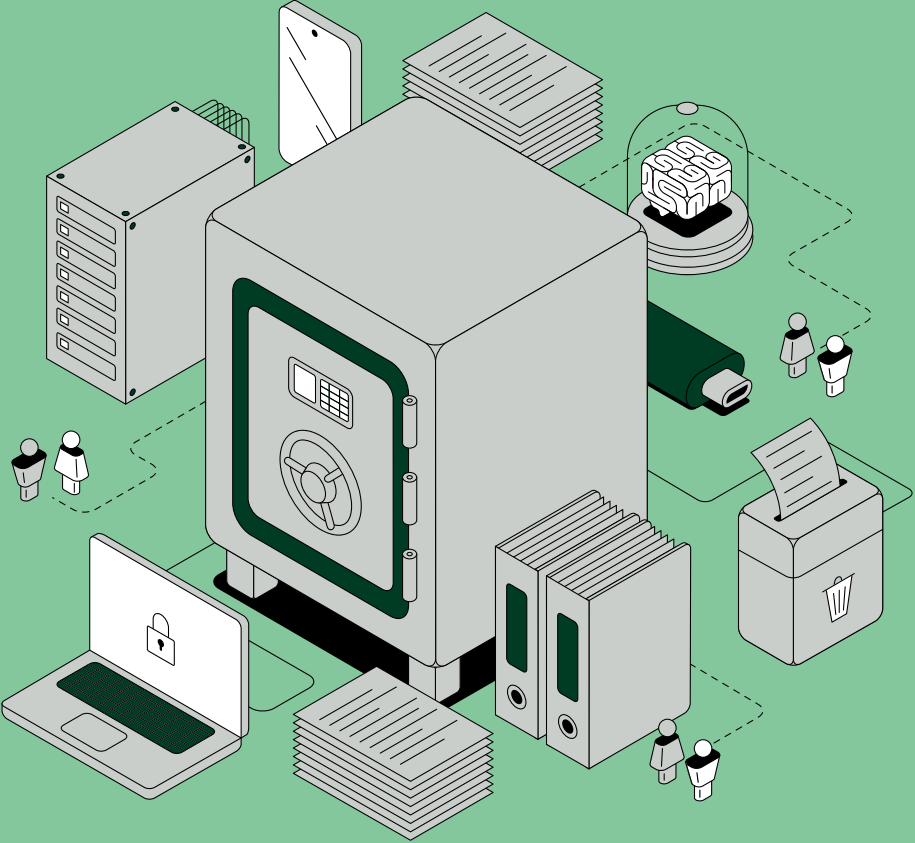
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I handle all company information carefully and do not disclose it to unauthorized individuals. I exercise particular care regarding information related to technical know-how, patents and trade and business secrets.

### Example

Your technical invention is about to go into series production. You think about telling a colleague about this when you meet in the train on the way home.


Be aware that ideas and patents are also intellectual property belonging to the company. Do not discuss them in public. If you have any concerns, contact your supervisor or the relevant department.



We are reliable colleagues

# We are responsible partners

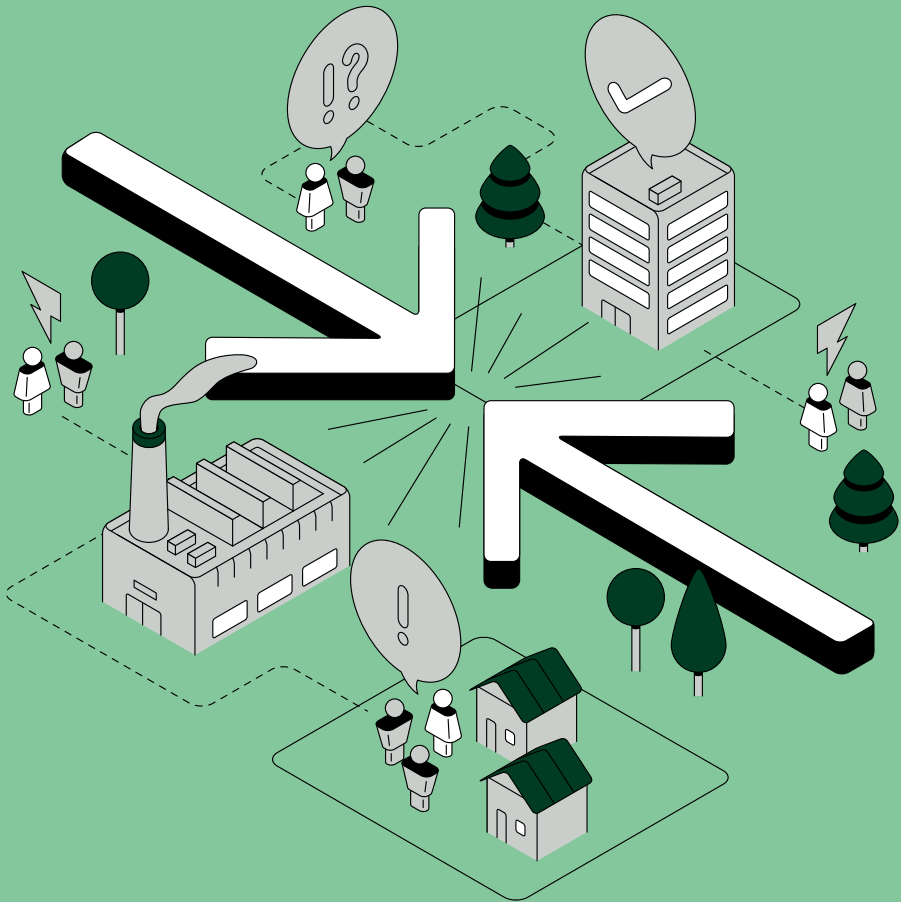
Trust is our greatest asset. That is why we rely on honest, reliable, transparent and fair business relationships.

- 
- 3.1 Conflicts of interest
  - 3.2 Benefits
  - 3.3 Prohibition of corruption
  - 3.4 Prohibition of insider trading
  - 3.5 Prohibition of money laundering and terrorism financing
  - 3.6 Fair and free competition
  - 3.7 Business partners, procurement and sales
  - 3.8 Accounting and financial reporting
  - 3.9 Export control





**We take decisions based on facts,  
thus avoiding conflicts of interest**



## Corporate principle

We act with integrity. That is why it is especially important for us to avoid creating potential conflicts of interest when performing our job responsibilities and to recognise and disclose possible conflicts that we face or observe. A potential conflict of interest already exists if private or personal financial interests of employees influence or could influence their business decisions.

Conflicts of interest may arise both from employees themselves or through persons related to them. This is particularly due to involvement in other companies, secondary employment, memberships or employees' personal financial circumstances. In this context, business relations with third parties, such as other companies in the Volkswagen Group or suppliers, may also be relevant.

## My contribution

If I identify or suspect that a potential conflict of interest, I immediately notify my supervisor, as well as the relevant HR and Compliance departments, and disclose the facts. If a conflict exists, we jointly seek a solution that safeguards the interests of the company.

### Example

Your supervisor asks you to check offers from several IT consultancy firms. You discover that one of the most favourable offers comes from a company owned by a good friend.

Inform your supervisor of the situation, document the possible conflict of interest, and withdraw from the decision-making process to avoid any appearance of a conflict of interest.

# We carefully check all benefits

### Corporate principle

Our products and services define who we are. Therefore, benefits in the form of gifts and invitations are only permitted if they are appropriate.

Our internal policies on handling gifts, invitations and business meals set out what benefits are appropriate and which steps must be taken when accepting and/or granting them.

### Example

An employee from a service provider gives you a gift.

Consult the applicable policy on benefits to check whether the gift is appropriate. If in doubt, consult your supervisor. There is a mandatory obligation to notify your supervisor with regard to accepting a gift if the value of the gift exceeds the guideline value or if it may be inappropriate for any other reason.

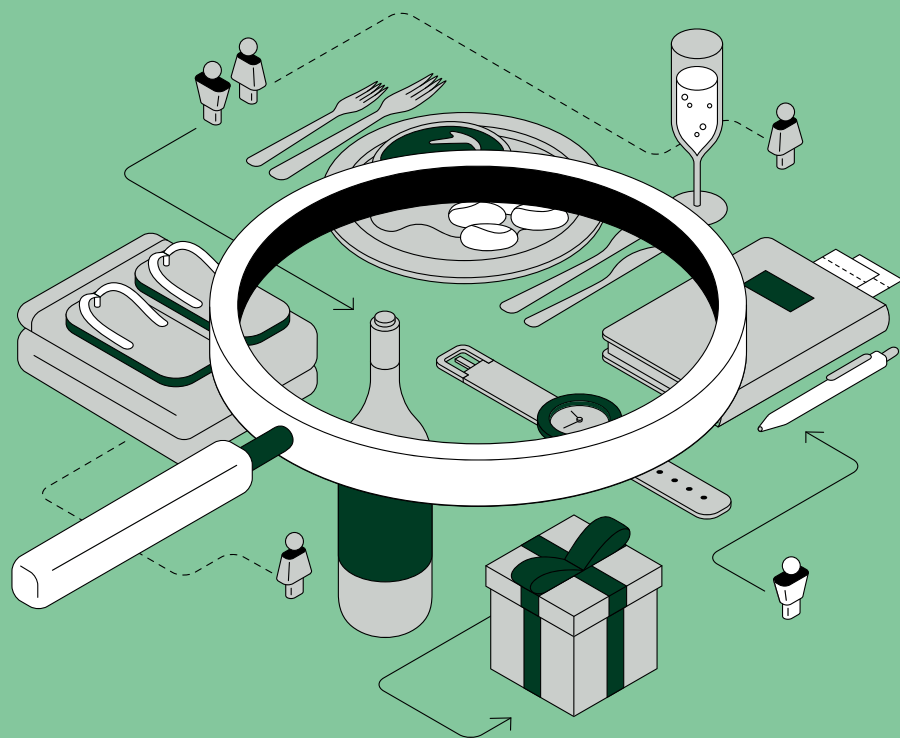
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### My contribution

I familiarize myself with the policies on handling gifts, invitations and business meals and strictly abide by them.

I check whether my behaviour is appropriate and whether it might influence my business decisions.





We are responsible partners

# We do not bribe others and do not accept bribes ourselves

## Corporate principle

Corruption is prohibited worldwide.

Corruption means that someone abuses their professional position to gain an advantage for themselves or a third party and thereby harm others.

Benefits such as invitations and gifts, especially when dealing with public officials, can be evidence of corruption. Therefore, benefits should be exceptions in business transactions. Benefits may only be granted or accepted within the framework of internal policies and applicable laws.

## My contribution

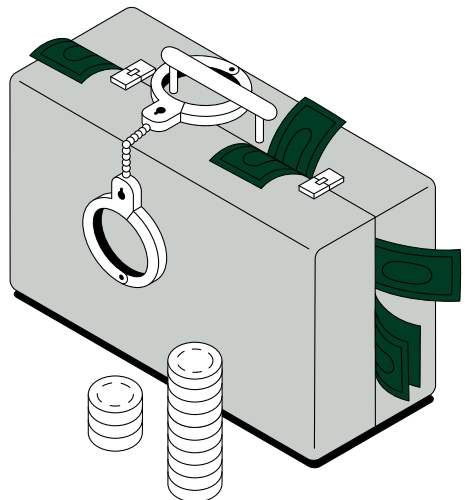
I do not bribe others, I do not accept a bribe myself, and I avoid even the appearance of improper influence. I keep myself informed by consulting the internal rules before I give or accept gifts and issue or accept invitations.

If I receive any corruption-related hints, I immediately inform one of the contacts listed in the chapter on "Support".

## Example

You meet with a business partner during a business trip to another country. At the end of the meeting, they present you with a gift bag. How do you react?

You open the gift bag and check the contents. You assess whether the gift is appropriate. If in your view the gift is inappropriate and therefore contravenes our policy on benefits, you decline the gift – politely but firmly. If the gift is inappropriate or if you are concerned that your refusal of the gift may be seen as very rude and could damage the business relationship, contact the relevant Compliance department immediately to jointly decide what needs to be done.



# We do not share insider knowledge

## Corporate principle

We handle information pertaining to sharing company performance in accordance with capital market requirements and strictly prohibit any insider trading. Insider information is information of a precise nature that has not been made public and that, if it were made public, would likely have a significant effect on the price of relevant financial instruments, such as stocks and shares. We may only use knowledge relating to insider-relevant projects and processes internally, in line with the applicable internal policies, and may not divulge such knowledge to any outside party, including family members, for example, a spouse.

## My contribution

I do not engage in insider trading, nor do I make any such recommendations to any third party or induce any third party to engage in insider trading. Furthermore, I do not divulge inside information unless this is required during the course of my normal work, and I comply with the relevant internal policies. I undertake to familiarize myself with the applicable internal rules.

If I have access to inside information, I do not purchase or sell any financial instruments based on this information. This applies not only to trading with shares of listed companies within the Volkswagen Group or their derivatives but also to trading with financial instruments in general, including those of suppliers.

## Example

You learn through your work that the acquisition of a large, globally known company will soon be announced. As part of your job, you have been informed that the company's share price will rise significantly once this transaction has been announced. You know that a good friend is currently considering whether to sell their shares in our company. You consider advising your friend to hold off on selling their shares.

Do not tip your friend off for any reason whatsoever. Since the information you are aware of is not public, but rather insider knowledge, you are not permitted under any circumstances to share this knowledge with others. Transmitting this knowledge, directly or indirectly would make you liable to prosecution.

## We are committed to clean business practices

#### Corporate principle

Money laundering occurs when funds or other assets originating directly or indirectly from criminal offenses are put into circulation in the legal economy, making their source appear legal. Terrorism financing occurs when money or other resources are made available to commit criminal acts of terrorism or to support terrorist organisations. Liability does not require the person involved to be aware that money is being laundered through the relevant transaction. Inadvertent involvement in money laundering may already be a criminal offense for the parties involved.

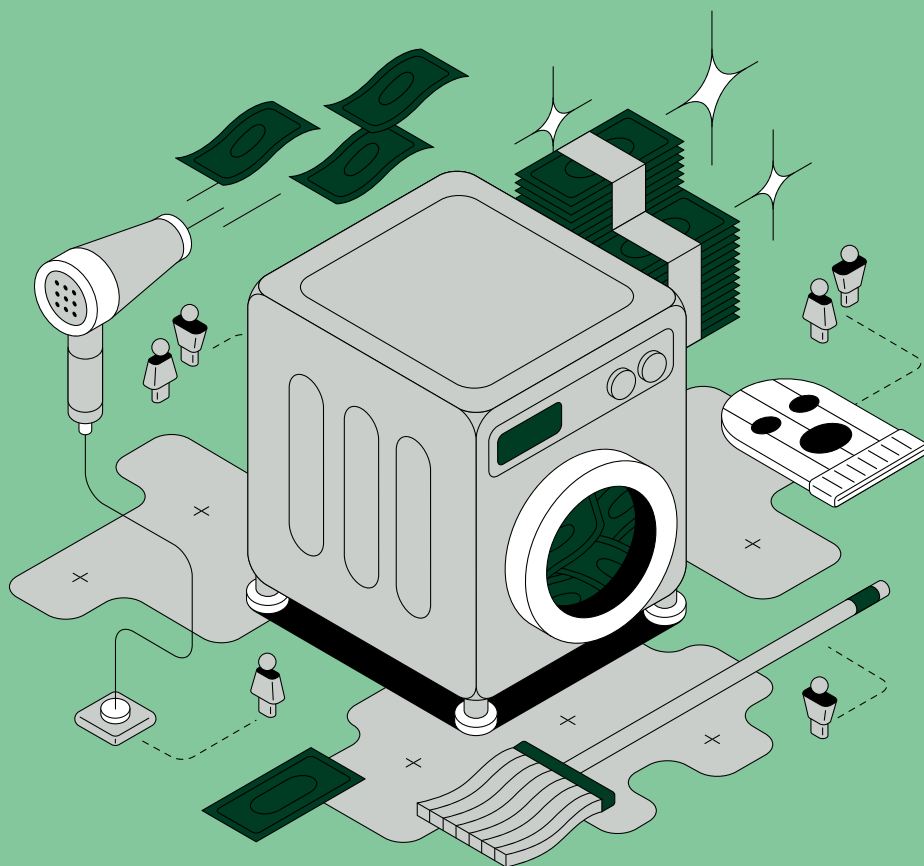
We carefully check the identity of customers, business partners and other third parties with whom we wish to do business. It is our declared aim to conduct business solely with reputable partners who operate in line with legal provisions and who use resources from legitimate sources.

We assign incoming payments to the corresponding services without delay and post them accordingly. We ensure transparent and open cash flows.

#### My contribution

I take no action whatsoever that may violate money laundering provisions at home or abroad. I am vigilant and immediately assess any suspicious conduct on the part of customers, business partners and other third parties. If there is information providing sufficient grounds for suspicion, I immediately get in touch with the contact person responsible for money laundering prevention.

I abide by all applicable provisions for recording and posting transactions and contracts within my area of responsibility in the accounting system.



We are responsible partners

## Example

A customer or business partner has overpaid and asks for the excess amount to be repaid by transferring it to a foreign account held in another country or by paying it in cash instead of via bank transfer to the original business account.

This kind of request requires an explanation. Do not accept the suggestion readily but ask the customer why the amount cannot be repaid through the same channel used for the original payment. Seek advice from the contact person responsible for money laundering prevention.

## We are committed to fair and free competition

### Corporate principle

Free and fair competition is protected by antitrust legislation applicable throughout the world. Complying with this legislation ensures that there is no undue distortion of competition in the relevant markets – to the benefit of all market players.

In particular, agreements and coordinated practices between competitors intended to achieve or effect the prevention or restriction of free competition are prohibited.

This includes in particular, exchanges on prices, price components and terms and conditions, as well carving up customer groupings and territories and restrictions on innovations. In addition, the exchange of competitively sensitive information and the abuse of a dominant market position are both prohibited. Furthermore, the proper implementation of merger control procedures is required with regard to cooperations and transactions.

Anti-competitive conduct has the potential not only to significantly damage the company's good reputation but also incur severe fines, penalties and financial compensation for damages.

We conduct business solely on the basis of merit and market economy principles, as well as free and open competition. We like to measure ourselves against our competitors, always abiding by laws and regulations and observing ethical principles.

We do not enter into any anti-competitive agreements with competitors, suppliers or customers. If our company holds a dominant market position, we do not abuse this position. We comply with the specific antitrust provisions for distribution systems in our dealings with our authorized distribution partners.

### My contribution

Whenever I come into contact with competitors, I make sure that no information is given or received that would allow conclusions to be drawn about current or future business conduct.

In discussions or any other contacts with competitors, I avoid topics that could be of



relevant to competition between us.

### Example

A colleague from Procurement would like to give a new supplier the chance to win an order. She suggests giving the potential supplier a tip on how to structure their offer so that the price

is lower than the other offers.

You explain to your colleague this would mean she would be breaking important rules designed to protect free competition. Your colleague's suggestion must definitely be rejected.

# We carefully check who we do business with

### Corporate principle

We carefully select suppliers, service providers and partner companies based on objective criteria and make use of competition. We only cooperate with business partners in a manner that aligns with statutory requirements, internal rules and guidelines.

We carefully check the integrity of potential business partners before entering into business relations and follow the processes and contact procedures set out in the rules and policies.

When purchasing or selling products and services, we involve the relevant departments in the process in good time in accordance with the applicable policies.

### My contribution

I ensure that the integrity of potential business partners has been checked before entering into business relations and follow the processes and contact procedures set out in the rules and policies. I show no bias in favor of a supplier, service provider or partner company without an objective reason, and I promote competition.

I do not purchase any products or services without having first gathered information on the market and alternative suppliers. I follow the applicable procurement guidelines and involve the relevant purchasing department at an early stage before the planned delivery and performance of services in line with valid purchasing processes.

I make sure that remuneration is only paid for services that are actually rendered and that the payments are commensurate with the services rendered.

I also comply with the relevant policies before commissioning Volkswagen Group companies.

### Example

It comes to your attention that a colleague has awarded a contract under a bidding process to a friend's company without first obtaining prior authorization.

Sidestepping the requirements for calls for tender undermines the correct procurement process. In this case, inform your supervisor immediately and report the situation to the Whistleblower System.



# We are committed to correct financial accounting and reporting

### Corporate principle

We strictly comply with the statutory provisions for proper accounting and financial reporting. Transparency and correctness are our top priorities because any irregularities may have serious consequences for the company, as well as for the persons responsible. To that end, we regularly inform all capital market players of our financial position and business developments. We publish our periodic financial statements punctually in accordance with national and international accounting regulations.

### My contribution

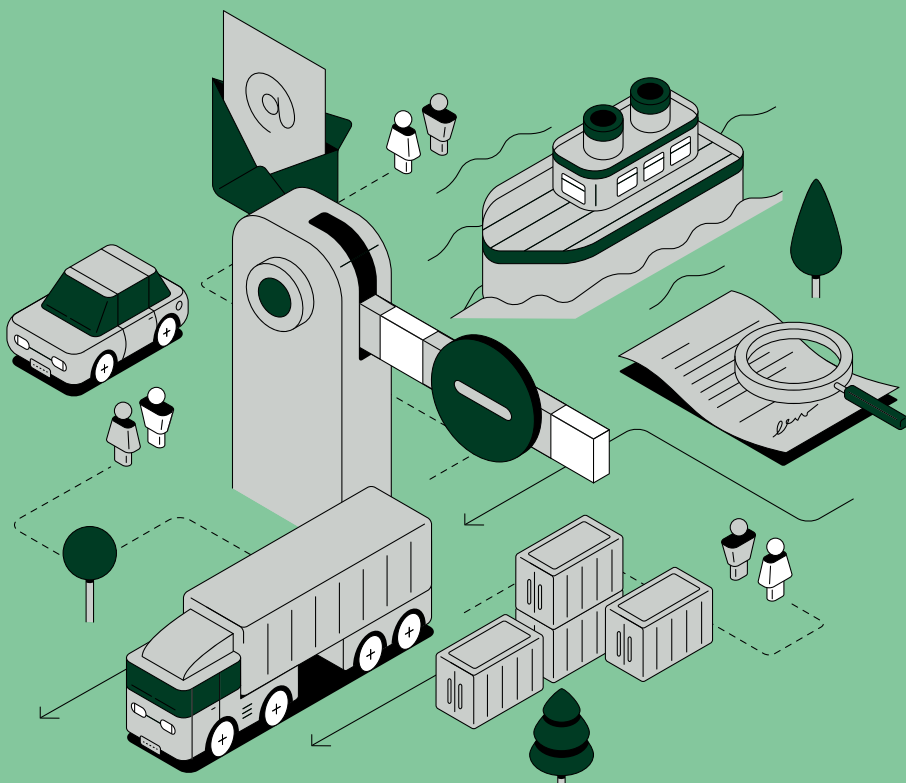
I organize processes in a way that ensures all business financial data are entered correctly and promptly in the accounting system. If I have any questions about the correct recording of data, I contact my supervisor or the appropriate finance department.

### Example

You urgently need new equipment. However, your department's budget for the current fiscal year has already been exhausted. You consider acquiring the equipment regardless and posting the cost in the next fiscal year, when your budget will be renewed.

Do not take any action of the kind. Entries must always be assigned correctly. Posting entries inaccurately may have serious consequences for the company and the individual employee.

## We ensure compliance with all regulations in cross-border trade



## Corporate principle

We are aware of our social responsibility to fulfill export control and sanctions obligations and expressly commit to complying with the relevant legislation.

Cross-border business processes and transactions may be subject to prohibitions, restrictions, approval requirements or other supervisory measures under export control regulations. These may relate to the relevant business partners, goods, countries, financial resources or intended use. This applies to technologies and software, as well as goods and products. In addition, it applies to temporary cross-border transfer and technical transmissions, for example, by e-mail or cloud. Furthermore, certain imports may be subject to export control regulations.

We ensure compliance with applicable export control regulations and the relevant internal policies.

## My contribution

I am responsible for regularly checking that I am familiar with internal information and policies on export control. That is how I keep up to date on whether my day-to-day work is subject to export control regulations.

Should I become aware that export control regulations are being violated in my area of responsibility, I immediately take every possible action to prevent or remedy such violations.

If in doubt, I seek advice from the relevant export control contact.

## Example

You receive an inquiry from a potential customer wishing to place an order with the Volkswagen Group to supply products to a country that the Volkswagen Group has listed as an embargoed country.

Contact the relevant export control unit to coordinate the next steps and to clarify which export restrictions apply to the country of supply.. Do not conclude any contracts that commit the company to export to this country until the issue has been fully resolved..

# We are good corporate citizens

We bear responsibility for society and ensure that our company contributes to sustainable development.

- 
- A vibrant, full-page photograph serves as the background. It depicts a modern, multi-story building with a facade of vertical wooden slats and large windows. In the foreground, a family of four is enjoying a sunny day: a father carries a young boy on his shoulders, a mother walks beside them holding a folder, and a young girl rides a small bicycle. To the right, a man in a dark blazer is riding a black bicycle. The scene is set on a paved area with greenery and a clear blue sky.
- 4.1 Communication and marketing
  - 4.2 Political lobbying
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  - 4.4 Donations and social sponsorship
  - 4.5 Taxes and customs
  - 4.6 Data protection
  - 4.7 IT security
  - 4.8 Product compliance
  - 4.9 Environmental protection





# We communicate clearly and respectfully

### Corporate principle

To maintain the confidence of customers, investors and other stakeholders, we ensure that our communication is clear and consistent. Before committing to and/or executing any communication or marketing measures, such measures must first be coordinated with the relevant department. Thoughtfulness and respectful interaction with one another are second nature to us.

### My contribution

I do not issue any public statement on behalf of my company and always refer any requests to the Communications department. If I make any comments at public, trade or cultural events or on the internet, I make it clear that I am voicing only my personal opinion. I consult the company's social media guidelines for advice on proper conduct in social networks.

### Example

You read comments on the internet from someone criticizing production methods in Asia, but you know the comments are completely unfounded.

Even if you want like to put the facts right straight away, contact the relevant department first, because they are in a position to respond comprehensively and appropriately to these comments.

# We represent our company's positions in a responsible and clear way

### Corporate principle

As a member of society, we can specifically promote the company's positions during decision-making processes, such as those involving legislation plans, through political lobbying. We conduct political lobbying centrally, adhering to the principles of openness, accountability and responsibility. It goes without saying that our interactions with political parties and interest groups are grounded in the principle of neutrality. Undue influence in politics or legislation is not permitted.

### My contribution

I do not attempt to intervene in political decisions on behalf of the company if I am not authorized to do so. If I am authorized to do so, I observe the relevant internal policies in the performance of my duties.

### Example

You have a relative who works for the Transport Ministry and asks for your opinion on draft legislation that would have an impact on the automotive industry. They also ask you for the Group's position on this legislation.

Do not comment. Political lobbying within the company is exclusively coordinated centrally and conducted in an open and transparent manner. The External Relations department is the authorised contact for such lobbying activities.



# We exercise caution when dealing with public officials

### Corporate principle

In view of national and international legislation, there is an increased risk of corruption when dealing with public officials. This is taken into account in our internal policies, which lay down the framework with regard to benefits. In particular, we do not make any facilitation or expediting payments, i.e., payments to public officials that facilitate or expedite regular or routine official acts.

### My contribution

I am aware that there is an increased risk of corruption when dealing with public officials. Therefore, I familiarise myself with the applicable special rules. I understand that I have a binding obligation to consult the Compliance department in this regard.

### Example

As part of an external audit conducted by a technical audit organization or obtaining a compulsory certification, you consider inviting invite the auditors from the audit organization to lunch.

Employees of the audit organisation should be considered public officials since they perform sovereign functions on behalf of the state by conducting the certification. For this reason, it is mandatory obligation to involve the relevant Compliance department beforehand. They department will also assist you in assessing whether the individuals concerned are considered to be public officials.



# We commit to society in many ways

### Corporate principle

We make donations (i.e. voluntary contributions without a return service from the recipient) and grant sponsorships (i.e. contributions based on a contractually agreed return service for social objectives). To avoid conflicts of interest and to ensure standard conduct within the company, donations and sponsorship activities are permitted only within the respective legal framework and in accordance with the applicable internal rules of the Volkswagen Group's brands and companies.

Donations and sponsorship measures are only granted in accordance with a transparent approval process. We grant payments and/or non-cash benefits for scientific, charitable, cultural or religious purposes. In addition, we grant donations exclusively to institutions that are recognized as charitable and/or tax-privileged.

### My contribution

If I consider a particular sponsorship measure to be worthy of support, I make initial contact with the appropriate departments inside the company, such as Communications, External Relations, and Human Resources.

The granting of donations must be transparent, meaning that the purpose, the recipient of the donation and the financial management must be documented and verifiable. I adhere to internal processes and general conditions and do not initiate any donation that could harm the reputation of our company.

### Example

A local politician asks you for a cash donation from your company for the election campaign.

Turn down the request. Donations may only be granted after going through the required approval process. In this specific case, the donation cannot be approved because an internal guideline prohibits donations to political parties, related institutions and politicians.

# We meticulously observe tax and customs regulations

### Corporate principle

As a global company, we are aware of our social responsibility to meet our obligations with regard to foreign trade, taxes and customs, and we explicitly endorse compliance with national and international legislation.

### My contribution

I design internal structures and processes in such a manner as to ensure that the taxes and customs to be paid by the respective Volkswagen Group companies are calculated correctly, promptly and in full, are disclosed in reporting and are paid to the relevant fiscal authorities.

If I have information concerning a violation of tax and customs regulations in my area of responsibility, I undertake every action I can to prevent or stop this violation. If that is not possible, I get in touch with the appropriate contact person in the tax and customs department.

### Example

You are responsible for posting certain business transactions, for example, general overheads like maintenance expenses and production costs, in the statutory financial statements. One project exceeds certain controlling parameters early in the financial year. Therefore, you receive instructions to record an entry under maintenance expenses even though the transaction unquestionably relates to an investment and should be treated as capitalized production costs.

Post the entry in accordance with legal requirements. All business transactions must be correctly reported according to commercial law and tax regulations, as these accounting records form the basis for tax returns. Accounting errors could result in incorrect tax returns and lead to serious consequences under tax and customs law for both the company and the responsible employees.

## We handle data carefully



## Corporate principle

We attach great importance to handling data responsibly, securely and transparently. We collect, process, use and store personal data solely in accordance with statutory requirements. We protect the personal data of customers, employees – including former employees and applicants – and partners such as suppliers and development partners.

## My contribution

I handle personal data confidentially, and my actions are clear and transparent. I integrate data protection in my actions and processes and ensure the security of all data in my area of responsibility. I take responsibility and ensure secure data exchange throughout the value chain. If in doubt, I contact my supervisor or the relevant data protection department.

## Example

You are considering launching a broad-based e-mail advertising campaign and thinking about using the e-mail addresses of customers who have contacted customer service.

Do not pursue this idea, as the e-mail addresses of individuals who have contacted customer service were collected for different purposes than the what you are planning. You may only use the e-mail addresses of individuals who have explicitly consented to their personal data being used for marketing purposes.

# We secure our IT systems

### Corporate principle

We respect IT security and abide by the applicable information security regulations. The information security regulations provide guidelines for different employment groups and are relevant to all employees.

### My contribution

I familiarize myself with the applicable IT security regulations and observe the rules they contain. As part of the IT security chain, I actively contribute by remaining vigilant at all times and ensuring my basic IT security skills are always up-to-date.

### Example

A supplier suggests you use a local virtual meeting app for an online meeting with the supplier. However, the app is not installed on your business laptop, nor is it available for download from the IT department's software pool.

Ask your IT department about alternative solutions for the online meeting. Do not download or try to install unauthorised software..



# We inspire the world with our products

### Corporate principle

Our products inspire countless people all over the world. We give high priority to the conformity and safety of our products. We have a responsibility to ensure that risks to health, safety, the environment and the assets of our customers or third parties resulting from the use of these products are effectively eliminated wherever possible.

In compliance with statutory provisions, we develop our products in accordance with state-of-the-art technology, taking account of other binding obligations such as additional safety requirements resulting from the state of scientific knowledge. This is systematically ensured by means of established structures and stable processes. Once they have been put on the market, our products are constantly monitored in the field so that appropriate measures may be promptly initiated in the event of possible discrepancies. We do not make any compromises in this regard.

### My contribution

I carefully comply with all relevant provisions in my day-to-day work. I set realistic goals. If there is a conflict of goals, the conformity of our products always has top priority, regardless of time or cost pressure. That is why I embrace our defined processes and continuously improve them. We jointly identify and close gaps in processes in order to meet all binding obligations. I contact my supervisor or the PCMS team if I have any questions or concerns about product compliance.

### Example

Series production of a new vehicle has already started, and a partner informs you that several customers have already sustained injuries from a sharp edge near the glove compartment. You check and discover that this is not the first time a complaint has been made.

Follow the applicable processes and immediately report the problem to the responsible employees so that the issue can be clarified and necessary steps can be initiated based on the known facts.

## We bear responsibility for the environment and sustainability



## Corporate principle

As a global commercial enterprise, we bear responsibility for the environmental compatibility and sustainability of our products, locations, and services. Our company aspires to be a global provider of sustainable mobility and a role model in environmental protection. We focus on environmentally friendly, advanced and efficient technologies, which we implement throughout the entire lifecycle of our products. Starting from the very early phases of development and production, we ensure careful management of natural resources, continuously work to reduce environmental impact and comply with environmental protection laws and regulations..

Furthermore, we constantly re-assess the environmental compatibility of products and manufacturing processes, optimising them as necessary.

We are a responsible member of society and a partner for politics. We seek a dialogue with these players on future mobility concepts and on shaping ecologically sustainable development.

## My contribution

I am mindful of environmental protection in my work and use resources and energy economically and efficiently. I make sure my activities have the smallest possible impact on the environment and that they comply with environmental protection laws and regulations.

### Example

You notice that a tank in one of the halls is leaking and that large quantities of fluid used in the production process are spilling onto the floor. No one else seems to have noticed the leak and you are concerned that the entire tank could drain off.

Immediately inform one of the employees in charge and draw attention to the problem. Do not assume that someone else will report the leak.

# Support

**We offer support in dealing with the Our code.**

## **Preventing Misconduct, Contact Points and Volkswagen Group Whistleblower System**

Our Code of Conduct provides the binding framework for acting with integrity and in compliance with the rules within our Group. As Group employees, we have a responsibility to respect the principles of Our code in order to prevent regulatory violations and thus avoid damage to the company. Violations of laws and internal policies are immediately investigated. Depending on the seriousness of the violation, this can have disciplinary, civil, or criminal consequences for the employees concerned. Proven misconduct can also have an impact on remuneration. That is why we talk to our supervisor or seek expert advice immediately if we have any questions or concerns, or if we suspect there has been a violation of internal or external regulations. The HR department and employee representatives are there to provide support. We can also contact the company's compliance officer or the Compliance advice service at any time at:

**E-mail:** [compliance@volkswagen.de](mailto:compliance@volkswagen.de)  
[compliance@skoda-auto.cz](mailto:compliance@skoda-auto.cz)

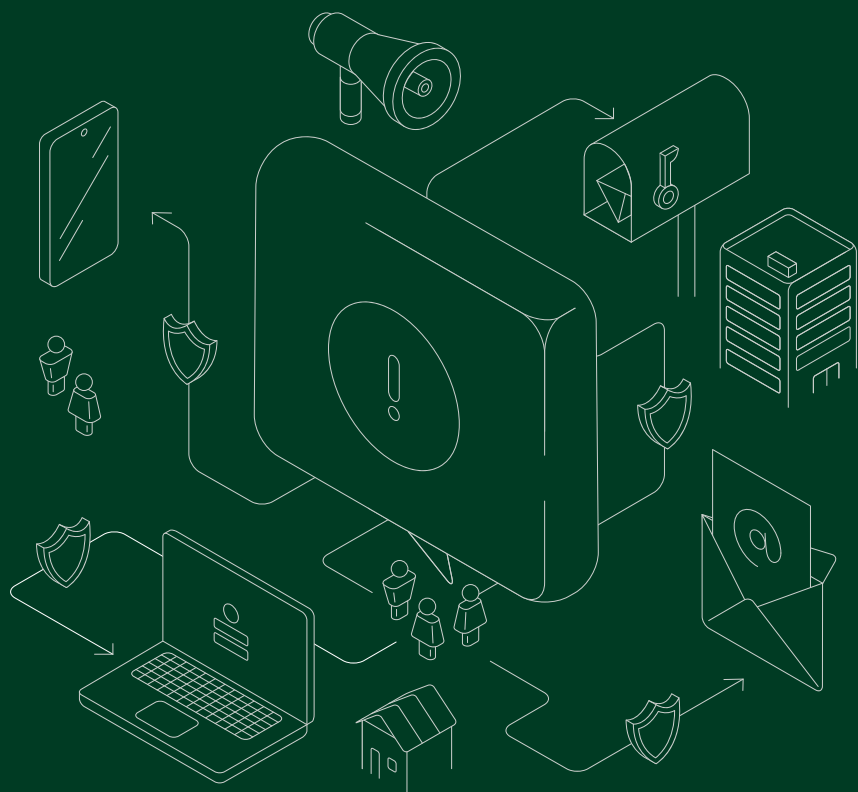
In addition, we can submit reports regarding regulatory violations via the Volkswagen Group Whistleblower System. We can

give our name, or we can make the report anonymously. We are aware that the Volkswagen Group Whistleblower System has responsibility for investigating reports regarding serious regulatory violations.

A serious regulatory violation is a significant violation of our ethical values as set out in the Code of Conduct. Equally, violations of statutory laws or regulations that may significantly affect the reputation or financial interests of the company are also considered to be serious regulatory violations. In all other cases we should first seek advice from our supervisor, the HR or Compliance a department.

Managers have a special function as role models. The decisions they make for the company must always take account of values and regulations.

The purpose of the Volkswagen Group Whistleblower System is to protect our company, the whistleblower, and all persons who contribute to the investigation and the termination of misconduct. Discrimination against them is itself considered a serious regulatory violation.



At the same time, the Volkswagen Group Whistleblower System protects the interests of persons implicated. For them, the presumption of innocence applies as long as a violation is not proven. The work of the Volkswagen Group Whistleblower System is based on uniform processes and the confidential, professional processing of reports. Abuse of the Volkswagen Group

Whistleblower System is not tolerated and will be disciplined accordingly.

Potential violations of the Code of Conduct for Business Partners, including serious risks, violations of human rights and environmental violations by direct and indirect suppliers, can also be reported to the Central Investigation Office.

# We can access Whistleblower Systems through the following channels:

## Volkswagen Group Whistleblower System:

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E-mail: [io@volkswagen.de](mailto:io@volkswagen.de)

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Postall address: Central Investigation Office  
Box 1717  
Berliner Ring 2  
38436 Wolfsburg, Germany

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In person: Please make an appointment in advance  
by writing an e-mail to [io@volkswagen.de](mailto:io@volkswagen.de).

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Online reporting channel: <https://goto.speakup.report/volkswagen>  
You can submit your report in over 65 languages  
(also anonymously) via a web-based reporting channel.

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Voice intake by phone: Dial the phone number for the country that you are located in  
(Czechia 0800 050 833), and enter the organisational code 122203.  
The Central Investigation Office will receive a transcript of your  
voice recording. Please find a list with relevant telephone numbers on  
<https://goto.speakup.report/en-GB/volkswagen/phone-numbers>.

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Speak Up App: Scan the QR code and download the SpeakUp App  
"SpeakUp" by People Intouch (personal devices only).  
Enter the organizational code 122203, then speak or  
type your message for us.



## Contact details for the ombudspersons:

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Internet: <https://www.ombudsmen-of-volkswagen.com>

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Experienced external lawyers act as neutral mediators (ombudspersons) for us. As legal counsel, they are tasked with receiving reports about possible infringements of laws, internal rules or other conduct damaging to the Volkswagen Group.

Further information on the Volkswagen Group Whistleblower System, the relevant external reporting channel (if applicable) as well as the respective phone numbers for voice intake and all relevant organisational codes is available on the internet at <https://www.volkswagen-group.com/en/our-whistleblower-system-16041> and <https://www.skoda-auto.cz/o-spolecnosti/vwg-whistleblower-system>.

## **Whistleblowing system of Škoda Auto a.s. according to Czech Act No. 171/2023 Coll., on the Protection of Whistleblowers:**

Škoda Auto a.s. has also established an internal whistleblowing system on the basis of Czech Act No. 171/2023 Coll., on the Protection of Whistleblowers. For submitting report regarding potential misconduct, the following channels can be used.

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E-mail: oznameni@skoda-auto.cz

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By phone: Please find a list of relevant persons and their  
phone numbers on our website.

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Postal address: Škoda Auto a.s., tř. Václava Klementa 869, Mladá Boleslav II, 293  
01 Mladá Boleslav, Czech Republic (please include on the envelope  
the name of one of the relevant persons)

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In person: Please make an appointment in advance by writing  
an e-mail to oznameni@skoda-auto.cz

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Further information about this system and possibilities how to submit report are available on the internet at <https://www.skoda-auto.com/company/sa-notification-system>.

## **Contact details for support at Škoda Auto:**

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E-mail: compliance@skoda-auto.cz

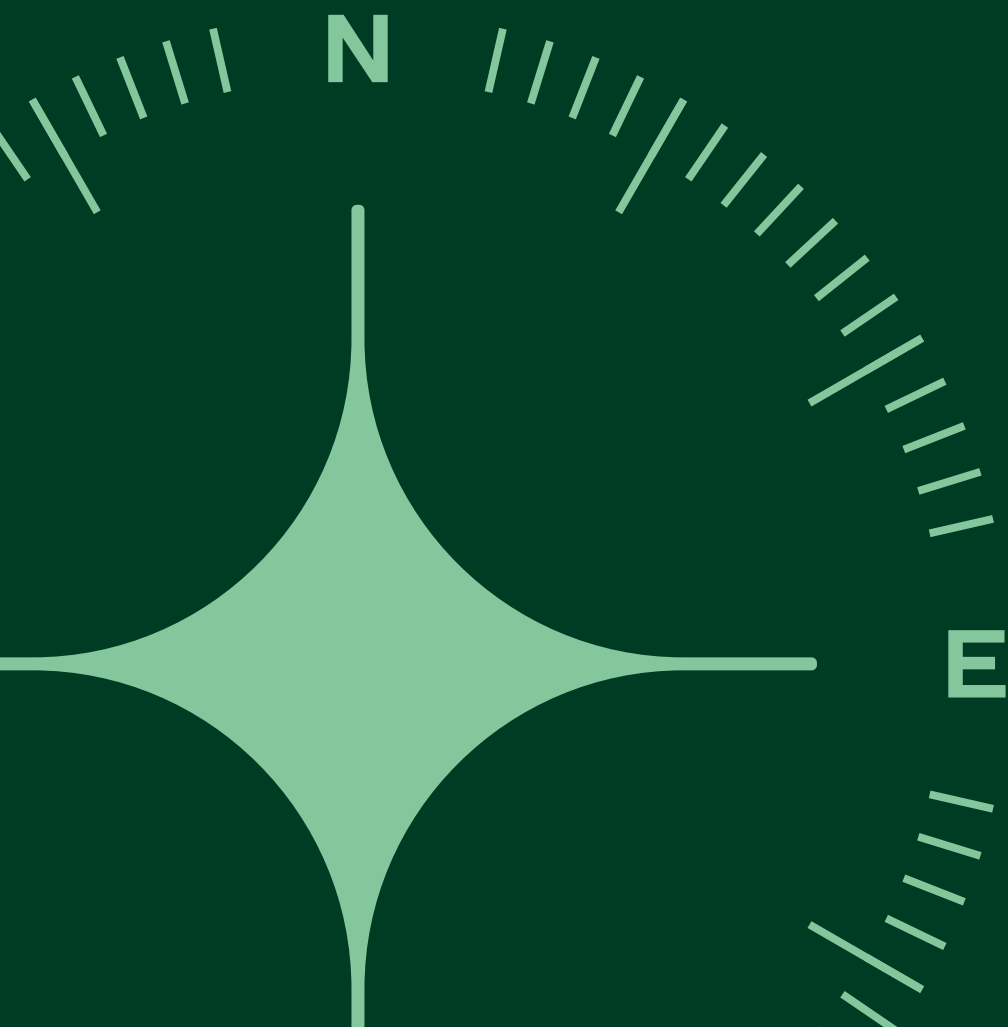
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Postal address: Governance, Risk & Compliance,  
tř. Václava Klementa 869,  
Mladá Boleslav II, 293 01 Mladá Boleslav, Czech Republic



# Self-test for decision guidance

If at any time I am unsure whether my behavior complies  
with the principles set out in our Code of Conduct, I should  
ask myself the following questions:



- 1. Did I take all relevant matters into consideration and weigh them properly? (content test)**
- 2. Am I confident that my decision complies with both legal and company requirements? (legality test)**
- 3. Do I stand by my decision when it is revealed? (supervisor test)**
- 4. Am I in favor of all such cases being decided the same way company-wide? (universality test)**
- 5. Do I still think my decision is right when my company has to justify it in public? (public test)**
- 6. Would I accept my own decision if I were affected? (involvement test)**
- 7. What would my family say about my decision? (second opinion)**

If my answer to questions 1– 6 is “yes” and the answer to question 7 is positive, my behaviour is very likely to be compliant with our principles. If questions remain unanswered or if I have any doubts, I should get in touch with any of the points of contact listed in this chapter.

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