



**Co-Operative Conduct at the Workplace
in the version of 26.02.2019**

Valid from 1.1.2007

Preamble

A corporate culture characterised by co-operative conduct at the workplace is the basis for a positive internal working climate and is thus a key prerequisite for the economic success of a company. Respect and tolerance are part of the corporate culture and belong to a co-operative conduct at the workplace.

Discrimination of any kind through the exercising of partiality or harassment, most notably any form of sexual harassment, stalking or mobbing, constitutes a serious disruption to the status quo. Discrimination violates the rights of the individual and stands contrary to the values (values such as respect) which are embedded in the Group Guidelines. Every employee as well as the company is therefore under obligation to prevent discrimination and to promote and maintain a co-operative climate. This applies likewise with respect to advertising and public presentations.

1. Area of Application

This Works Agreement shall apply

geographically: for the Volkswagen AG sites

individually: for all members of the workforce of Volkswagen AG.

2. Principles

Every employee shall be under obligation to refrain from discrimination of any kind and to facilitate respectful, co-operative intercourse. This entails, not least, exercising respect for every individual and his* personality.

Statements, behaviour and symbols which are xenophobic, extremist, anti-Semitic or in any other way contemptuous of human beings or in connection with them, contradict respect and tolerance and violate the principles of this works agreement.

Furthermore discrimination of any kind in the form of

- unequal treatment or instruction to exercise unequal treatment,
- general harassment, stalking or even mobbing and
- sexual harassment,

e.g. on the grounds of race, ethnicity, sex, religion, ideological convictions, disability, age or sexual identity, will not be tolerated.

- **Unequal treatment** constitutes a situation in which one individual is disadvantaged over another in comparable circumstances due to the treatment he receives. Such also extends to cases in which seemingly neutral criticism or procedures lead to such a disadvantage.

* For the sake of simplicity, this text uses the term “his” or “him” as a gender-neutral reference to his or her, he or she.

- **Harassment** extends to any form of conduct which violates or is intended to violate an individual's dignity. That includes any form of intimidation, hostility, humiliation, debasement or insult exercised in the proximity of an individual.
- **Stalking** is the persistent search for the proximity of another person, so that his life is seriously affected.
- **Mobbing** is when one or more individuals systematically and repeatedly conduct themselves in an openly or indirectly hostile manner vis-à-vis a particular person. Such conduct may include
 - the intentional withholding of required work information or even passing disinformation on to the person concerned, or
 - humiliating treatment by superiors, e.g. the assignment of offensive or senseless tasks, of tasks which are impossible to complete or of no tasks at all.
- **Sexual harassment** constitutes unsolicited
 - sexual acts or invitations/requests to engage in such,
 - physical contact which is sexually motivated,
 - sexual remarks
 - displays of pornographic material.

What constitutes sexual harassment is determined by the subjective feelings of the recipient party.

Differing treatment does not necessarily constitute an act of discrimination if it serves the purpose of eliminating existing disadvantages or is otherwise justified, e.g. by professional requirements.

The stated principles apply likewise with respect to the conduct of employees vis-à-vis third parties (e.g. members of other companies and customers).

In the event that an employee should become aware of a violation against this non-discrimination code, he shall be under obligation to report such either to his company supervisor, the HR department or the works council.

3. Point of Contact

Any employee who feels discriminated against may consult a specified point of contact.

The job of these points of contact is to

- provide advice, support and possibly protection for the parties concerned/victims
- establish and possibly record the facts involved in a situation based on separate and/or joint consultations (as desired by the requestor) with the individuals involved,
- provide explanation concerning the correlations and consequences of an act of discrimination at the workplace as defined above (in accordance with the labour laws and otherwise).

Consultation of this kind will take place as soon as possible after the pertinent event. The aim of the consultation will be to resolve the conflict by mutual agreement.

The requirements profile for and the selection of points of contact shall be cooperatively determined by the HR department and the works council.

4. Right to Complaint

Any employee who feels discriminated against may submit a complaint to the responsible office within the HR department.

The complaint must be looked into and the finding reported back to the employee.

The HR department will initiate any necessary measures.

The provisions of the Works Constitution Act concerning the general right to complaint shall remain unaffected by this regulation.

The submission of a complaint may not result in the individual concerned being disadvantaged.

As a rule, anonymous complaints will not be followed up on.

5. Confidentiality

Absolute secrecy shall be maintained vis-à-vis non-involved parties concerning related information and incidents, personal data and the conversations held.

6. Measures

In the event that employees should violate the non-discrimination rule, suitable, necessary and reasonable measures must be undertaken on a case-by-case basis and in accordance with the Work Regulations or labour laws. Such measures may include the issuance of a warning, transference to another job or work location, or dismissal. The execution of any measures shall transpire with due accommodations made for the participatory rights of the works council.

A proposal for remedial counselling or therapy may be put forward.

7. Measures to Promote Anti-Discrimination

- **Training/advanced training**

The company shall guarantee that target-group-specific training and seminars are devised. As part of the vocational training and advanced training scheme for Volkswagen employees, the necessary scope of regular, target-group-specific training will be provided on the subject of protection against and the prevention of discrimination, sexual harassment and mobbing, the legal rights of victims thereof and the obligations of supervisors to respond to any such incidents.

This applies most particularly for

- company supervisors,
- trainers,
- company training officers,
- employees in the HR and health and safety departments as well as works council members.

- **Information and education**

The provision of comprehensive information and education to employees regarding co-operative conduct shall transpire with the aid of target-group-specific media.

8. Final Provisions

This Works Agreement comes into effect on 1.1.2007. Termination shall transpire with at least three months notice issued prior to year-end.

The anti-discrimination regulations provided for by law shall remain unaffected by this Agreement.

Wolfsburg on 01.07.2019

Volkswagen AG

General Works Council

Executive Management

Employees of external companies

The principles of conduct contained in this Works Agreement apply equally to employees of external companies working at Volkswagen. The disregarding of these principles of conduct may result in third-party employees being banned from entering the plant premises.