

**Regulations of visits to the Commercial Vehicle Factory**  
**Volkswagen Poznań**

1. The time of visit is agreed by phone or e-mail. The persons authorized to determine a visit time are: Patrycja Kasprzyk (876-14 07) and Agata Drzewiecka (887-29 66), e-mail address: [wycieczki.vwp@vw-poznan.pl](mailto:wycieczki.vwp@vw-poznan.pl)
2. The requirement to visit the VWP Factory is delivery of a request form to the company address latest one week before the planned visit date. Failure to comply means that the visit will not take place.
3. Groups may be composed of minimum 10 persons and maximum 35 persons.
4. For security reasons, persons aged under 15 persons may not visit the Factory.
5. The Plant may be visited solely along a designated route in the presence of a guide.
6. Before the Plant is entered, it is necessary to identify a person responsible for the visiting group:
  - a group composed of adult visitors – 1 guardian,
  - a group composed of persons under 18 (up to 15 persons) – 1 guardian,
  - a group composed of persons under 18 (15 – 35 persons) – 2 guardians.
7. The person guiding the group may refuse to guide the persons in the Factory who are suspected of being intoxicated or drugged.
8. The guide may interrupt a visit to the Factory in case of material infringement upon security rules or breach of the regulations.
9. In the Body Building Department, the visitors shall wear protective goggles (the goggles are provided by VWP on loan). Volkswagen Poznań shall not be held liable for any damage to clothing caused by sparkles.
10. In the VWP Factory there is a strict ban on registration of picture and sound; in particular the following may not be brought to the Factory:
  - photographic cameras,
  - dictaphones,
  - mobile phones with in-built photographic cameras,
  - video cameras.
11. No smoking is allowed during visits to the VWP Factory.
12. At the site of the VWP Factory there is intensive traffic of trucks, fork-lift trucks and other vehicles involved in the manufacturing process. Each such vehicles is privileged, visitors have to give right of way to the vehicles and not to disturb the manufacturing process.
13. VWP shall not be liable for:
  - any objects left by the visitors at the Factory,
  - damage suffered by the visitors as result of failure to adhere to these regulations and generally applicable safety requirements.
14. The guardian of the group shall be obliged to submit a relevant insurance policy.
15. The Factory may be visited solely by organised groups. The Factory charges no entry fees and is not involved in any commercial business in this respect (e.g. via a travel agency).