

# VOLKSWAGEN

GROUP OF AMERICA

Policy Name: **Community Organization Engagement**  
Policy Number: **HR-C20**

Effective Date: November 12, 2014

Issued By: Human Resources

## Table of Contents

1. Scope	1
2. Purpose	1
3. Eligibility	1
4. Opportunities for Engagement	2
5. Membership Support Requirement	3
6. Representation and Collective Bargaining	4
7. No Discrimination	4
8. No Limitation on Company	4

## 1. Scope

All Volkswagen Group of America Chattanooga Operations, LLC employees.

## 2. Purpose

Volkswagen Group of America Chattanooga Operations, LLC (“Volkswagen”) establishes this policy to allow eligible organizations the opportunity to engage in constructive dialogue with Volkswagen and its employees.

## 3. Eligibility

To be eligible to engage with Volkswagen under this policy, an organization must exist for the primary purpose of representing employees and their interests to employers consistent with the National Labor Relations Act, and must agree to and comply with this policy. Volkswagen reserves the right to define and determine eligibility consistent with the National Labor Relations Act.

# VOLKSWAGEN

GROUP OF AMERICA

Policy Name: **Community Organization Engagement**  
 Policy Number: **HR-C20**

## 4. Opportunities for Engagement

Consistent with Volkswagen’s Open Door (HR-C08) and Solicitation (HR-C02) policies, individual (or groups of) employees are free to:

- Discuss and/or promote their interests / group in non-work areas on non-work time
- Wear promotional clothing (hat, t-shirt) in non-work areas on non-work time
- Display/use promotional items (water bottles, cups) that comply with material specifications (i.e. no silicone)
- Raise questions, ideas, or concerns directly to Volkswagen management at any time

Engagement opportunities will now be available to eligible organizations that represent a significant percentage of employees in the relevant employee group and whose members support the organization’s interaction with Volkswagen pursuant to this policy:

<b>Level 1</b>	
Membership support requirement	> 15%
Engagement opportunities	<ul style="list-style-type: none"> <li>• In addition to the normal rights and opportunities discussed above, employees are free to:                             <ul style="list-style-type: none"> <li>- Reserve and utilize space in the Conference Center for internal employee meetings on non-work time once per month</li> <li>- Post announcements and information in company-designated locations</li> </ul> </li> <li>• Organization representatives (employees only) may:                             <ul style="list-style-type: none"> <li>- Meet monthly with Volkswagen Human Resources to present topics that are of general interest to their membership</li> </ul> </li> </ul>
<b>Level 2</b>	
Membership support requirement	> 30%
Engagement opportunities	<ul style="list-style-type: none"> <li>• In addition to the Level 1 opportunities noted above, employees may:                             <ul style="list-style-type: none"> <li>- Reserve and utilize space in the Conference Center for meetings on non-work time once per week</li> <li>- Invite external representatives of their organization for Conference Center meetings once per month</li> <li>- Post materials on a dedicated/branded posting board</li> <li>- Meet quarterly with a member of the Volkswagen Chattanooga Executive Committee</li> </ul> </li> </ul>

# VOLKSWAGEN

GROUP OF AMERICA

Policy Name: **Community Organization Engagement**  
Policy Number: **HR-C20**

## 4. Opportunities for Engagement, cont.

Level 3	
Membership support requirement	> 45%
Engagement opportunities	<ul style="list-style-type: none"><li>• In addition to the Level 2 opportunities noted above, organization representatives (internal or external) may:<ul style="list-style-type: none"><li>- Reserve and utilize on-site locations for meetings on non-work time (with staff and/or employees) as reasonably needed</li><li>- Meet bi-weekly with Volkswagen Human Resources and monthly with the Volkswagen Chattanooga Executive Committee</li></ul></li></ul>

Volkswagen reserves the right to modify the opportunities for engagement at any time. Any group which reaches the required minimum participation level will receive the same engagement and participation rights as other groups at that same level.

## 5. Membership Support Requirement

To determine if an organization has met the membership support percentage (%) thresholds established in section 3, the group must provide a list of enrolled members for verification along with a written certification that it has signed individual membership authorizations for each employee listed. This list and certification will be sent by the organization directly to an identified external auditor and not to Volkswagen. This list must be updated on a semi-annual basis. The external auditor will be instructed to verify the organization's list by checking it (either the full list or a representative sample) against Volkswagen's active employee roster and the employees themselves. Volkswagen will receive notification of only the verified membership support % from the external auditor without any individual employee information. Whether a group has met a membership % threshold will be determined based on the total, active headcount in the relevant employee group (hourly, salary, or both – depending on the group's stated scope). While employees are free to form or join as many external groups as they wish, any employee who joins multiple groups will be required to select a primary organization for the purposes of determining membership support %.

Falsification or misrepresentation of employee membership by any group will result in removal from this program.

# VOLKSWAGEN

GROUP OF AMERICA

Policy Name: **Community Organization Engagement**  
Policy Number: **HR-C20**

## 6. Representation and Collective Bargaining

This policy may not be used by any group or organization to claim or request recognition as the exclusive representative of any group of employees for the purposes of collective bargaining. Any organization which requests recognition as an exclusive bargaining partner must comply fully with the National Labor Relations Act (NLRA) and the Labor Management Reporting and Disclosure Act (LMRDA) and shall do so in accordance with the provisions of and practices established under the NLRA.

This policy provides additional opportunities for employees beyond the protections provided under U.S. law. Nothing in this policy is intended or should be interpreted to restrict or interfere with employees' protected rights under the NLRA.

## 7. No Discrimination

Any organization that is found to limit membership or discriminate against any employee in violation of Volkswagen's Equal Employment Opportunity policy (HR-02) will be immediately removed from this program.

## 8. No Limitation on Company

This policy provides a voluntary program for external organizations who wish to engage with Volkswagen on behalf of their members. It in no way limits Volkswagen from electing to engage in any way with other outside companies, organizations, or groups (i.e. Diversity Advisory Council, Chamber of Commerce, etc.) in its discretion and judgment.

Recommended:

Ryan S. Rose  
General Manager, HR Operations

Date: 11/11/2014

Approved:

Christian Koch  
CEO & Chairman

Sebastian Patta  
EVP, Human Resources

**[SIGNATURES ON FILE]**