



Company

Mr/Ms

### **Obligation relating to use of a password, a SecurID card and use of Volkswagen PKI-Card**

An application for user-rights has been made for you, for your work with Volkswagen Aktiengesellschaft computers. To prove your identity, you must enter your allocated login data (password, SecurID-Pin or PKI-Pin) every time you use a computer.

To prevent misuse of your identity and your EDP rights, you are obliged:

- when using a password
  - to change your initial password at the first login
  - to keep your password secret from all other persons
  - to change your password without delay if it becomes known to another party
- when using a SecurID card
  - to make sure that this card does not deliberately or as a result of negligence, become accessible to other people
  - to report loss or damage of the card immediately to your superior and inform central security administration and to return the card immediately to central security administration if you no longer require access rights, e.g. if you are leaving your company
- when using the Volkswagen PKI-Card
  - to keep the Volkswagen PKI-Card in safe place and to ensure it against theft or unauthorised use
  - to keep corresponding PIN and Volkswagen PKI-Card separately and not to safe or note it openly.
  - to report loss or damage of the PKI-Card immediately to your superior and inform central security administration and to return the Volkswagen PKI-Card to central security administration if you no longer require access rights, e.g. if you are leaving your company

Furthermore, especially chapter 7 “Access control” of the Information Technology (IT) Security Guidelines for External Companies (Regulation No. 02.06.) applies for the use of password, a SecurID card or Volkswagen PKI-Card.

The password is a Volkswagen Aktiengesellschaft company secret. If you make your password or SecurID card accessible to other persons through deliberate or negligence, this constitutes a breach of the secrecy obligation in our contract with Volkswagen AG. We could be liable for damage caused.

This obligation is an integral component of our existing contract of employment.

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Place, date

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Signature