



Company

Mr/Ms

Obligation relating to use of password or a SecurID card

An application for user-rights has been made for you, for your work with Volkswagen AG computers. To prove your identity, you must enter a token in the password field of the respective login window along with your allocated user-ID every time you use a computer. This token can be a password or the value, which is displayed on the SecurID card. To prevent misuse of your identity and your EDP rights, you are obliged:

- when using a password
 - 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 the responsible RACER administrator or inform central security administration.
 - to return the card immediately to central security administration, if you no longer require access rights to VW AG computers due to a change in your responsibilities or if you are leaving your company.

The password is a Volkswagen AG company secret; the SecurID card remains property of Volkswagen AG. 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 .

In the handbook for work with systems, particular attention should be paid to the EDP guidelines on the user password.

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

Place, date

Signature