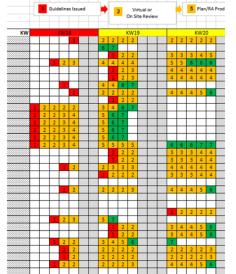# Ramp up plan

PRINCIPLES OF PEOPLE AND OPERATIONS RAMP-UP

✓ Ensure a safe & confident return to work, across all areas business areas

✓ Support a controlled & measured ramp-up to ensure BAU as soon as possible

✓ Meet Gov't guidelines for employers, Benchmarking; VW Group, VW China

✓ Provide clear planning, instructions & communications

✓ Control system of onsite headcount / Colleague availability

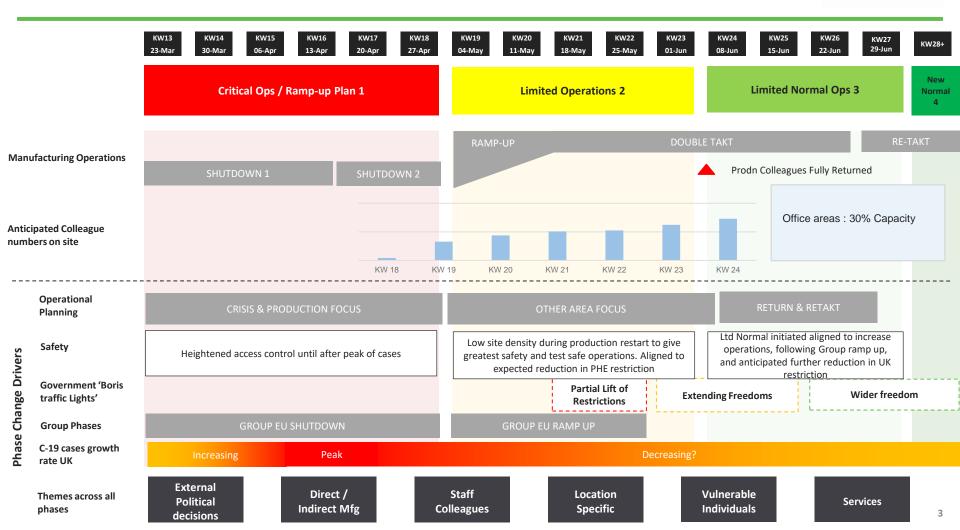✓ Identify people related risks & ensure effective mitigation in place

A SAFE RESTART – RAMP-UP DEFINED INTO 4 PHASES

KW13 23-Mar	KW14 30-Mar	KW15 06-Apr	KW16 13-Apr	KW17 20-Apr	KW18 27-Apr	KW19 04-May	KW20 11-May	KW21 18-May	KW22 25-May	KW23 01-Jun	KW24 08-Jun	KW25 15-Jun	KW26 22-Jun	KW27 29-Jun	KW28+

Critical Ops / Ramp-up Plan 1 | **Limited Operations 2** | **Limited Normal Ops 3** | New Normal 4

Manufacturing Operations

RAMP-UP | DOUBLE TAKT | RE-TAKT

SHUTDOWN 1 | SHUTDOWN 2

🔺 Prodn Colleagues Fully Returned

Office areas : 30% Capacity

Anticipated Colleague numbers on site

KW 18 | KW 19 | KW 20 | KW 21 | KW 22 | KW 23 | KW 24

Phase Change Drivers

Operational Planning
CRISIS & PRODUCTION FOCUS | OTHER AREA FOCUS | RETURN & RETAKT

Safety
Heightened access control until after peak of cases | Low site density during production restart to give greatest safety and test safe operations. Aligned to expected reduction in PHE restriction | Ltd Normal initiated aligned to increase operations, following Group ramp up, and anticipated further reduction in UK restriction

Government 'Boris traffic Lights'
Partial Lift of Restrictions | **Extending Freedoms** | **Wider freedom**

Group Phases
GROUP EU SHUTDOWN | GROUP EU RAMP UP

C-19 cases growth rate UK
Increasing | Peak | Decreasing?

Themes across all phases

External Political decisions	Direct / Indirect Mfg	Staff Colleagues	Location Specific	Vulnerable Individuals	Services

3

THE COLLEAGUE'S FIRST DAY BACK – POSITIVE CHANGE

From car park to workplace

Arrival	Car park	Queuing	On route	Walkway	Doors	Showers	Brew area
Staggered starting times	Mask & hand sanitiser collected	Social distancing at entrance	Welcome banners, awareness posters	One way turnstiles & walkways	Foot door openers/con-tactless door releases	closed showers/ contactless swipe	Marked and visualised social distancing

On route image text: COME BACK STRONGER / 2m APART AT ALL TIMES / BeSafe

OFFICE RETURN LAYOUTS IMPLEMENTED INCLUDE REPURPOSED MEETING ROOMS

Conference Room converted into socially distanced office

One way system 'Repurposing' Fire escape
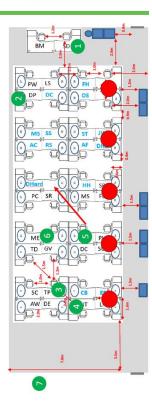
Project forum spacing and one way system

Restaurant Changes

Desk Analysis

Multichannel comms before leaving: Bentley App; Come Back Stronger; BESAFE video.

Manager contact colleague – explain safe restart process and explain return schedules.

Colleague reads welcome back guide.

A RETURN TO THE WORKPLACE COLLEAGUE GUIDE

BeSafe

Information for you returning to the workplace throughout and following factory shutdown. The health and safety of our Colleagues is our number one priority. This information can be used to assist your safe return to the workplace.

Restart 'teams' briefing from manager to team to include site and office specific information.

Travel to Site

Arrive on site – mask and sanitiser collection.

Banners and posters around site and at entry points.

First day confirmation briefing / check in with manager or BESAFE champion on site.

"Reminds me of what to-do on an ongoing basis"

Detailed Manager Guide

Manager Daily Workout

Daily Site Risk Assessment App