

Type of document:

**Stakeholder Engagement Plan (SEP) for
“The Construction of a VW Car Plant for New
Generation Vehicles Crafter in Września”**

Locations (cadastral districts):

Chocicza Mała, Białężyce, Obłaczkowo,

Grzymysławice

Municipality:

Września

District:

Września

Province:

Wielkopolska

Investor:

**Volkswagen Poznań Sp. z o. o.
ul. Warszawska 349
61-060 Poznań**

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1. INTRODUCTION

The document provides a mechanism of complaint filing which allows the interested parties to make comments and proposals to the project. The stakeholder engagement plan (SEP) has been developed in line with the international standards required by, among others, the European Bank for Reconstruction and Development.

2. PROJECT DESCRIPTION

The planned investment will be located in the Province of Wielkopolska, District of Września, within the limits of the Municipality of Września. The facility will be developed on 76 cadastral parcels within the following cadastral districts: Chocicza Mała, Białężyce, Obłazkowo, Grzymysławice. The total area of the site for VW investment is 220.4532 ha.

The actual neighbourhood of the planned investment is as follows:

- in the east – railway line No. 281, further arable fields partly covered by WSAG and the developments of Obłazkowo
- in the east - arable fields partly covered by WSAG and the developments of Chwalibogowo
- in the west - arable fields partly covered by WSAG and further to the north-west - the developments of Chocicza Mała
- in the north – fragments of the old regional road No. 432 (the road has lost its status of a regional road), arable fields partly covered by WSAG, the developments of Białężyce, areas of economic activity within the limits of Białężyce.

The investment will be developed within the Wałbrzych Special Economic Zone "Invest Park", within the Września Economic Activity Zone (WSAG). The Września Economic Activity Zone was set up pursuant to Resolution No. XXIX/347/2014 of the Town Council in Września of 12 February 2014. The areas were incorporated in the Wałbrzych Special Economic Zone "Invest Park" pursuant to Regulation of the Council of Ministers of 22 April 2014 amending the regulation on the Wałbrzych Special Economic Zone (Journal of Laws of 2014, item 572). The site for the investment is covered with valid local development plans (MPZP).

- local development plan of the areas in Chocicza Wielka, Chocicza Mała, Białężyce, Grzymysławice, approved by resolution of the Town Council in Września No. XXXIII/403/2014 of 10 June 2014 (Official Journal of Wielkopolska Province, item 3577);
- change to the local development plan of the areas destined for economic activation along the regional road 432 and railway tracks Września-Jarocin, approved by resolution of the Town Council in Września No. XXXIII/402/2014 of 10 June 2014 r. (Official Journal of Wielkopolska Province, item 3576).

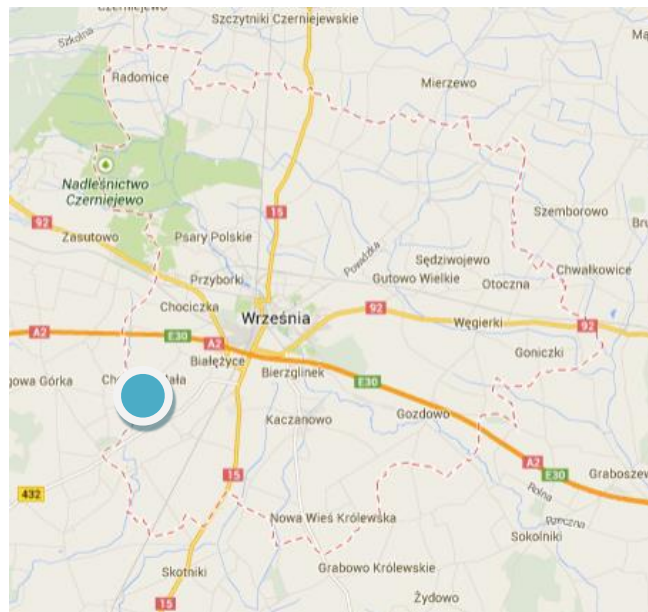


Fig. 1
Location of the CNF facility in Września

As part of the development of the Września Economic Activity Zone for industrial and service use, a number of steps have been taken, by the Municipality of Września, District Office in Września, the Governor of Wielkopolska, Marshal of the Province of Wielkopolska and by WSSE. These include among others:

- approval of local development plans
- exclusion from agricultural production of III, IV and V quality class land
- removal of trees and shrubs
- site grading,
- reconstruction of the regional road No. 432,

- reconstruction of the railway line No. 281 so that a railway siding could be built to WSAG,
- reconstruction and construction of a new system of local, district and regional roads
- reconstruction of drainage systems,
- extension of sanitary sewage and storm drainage systems,
- extension of water supply systems,
- extension of gas systems,
- extension of power supply systems and power stations.

Production of a new generation utility vehicle VW Crafter will be carried out at the planned car plant. In their final versions the vehicles will be used to transport cargo, people and as special vehicles (e.g. for the Police or as postal vehicles). Depending on the model and version, their weight will be up to 3.5 ton and above 3.5 ton. Those will be M1, N1 and N2 category vehicles.

The planned investment provides for the construction of the following facilities, buildings, structures and installations:

- central delivery building and storage of raw materials, sub-assemblies and packaging – suppliers park (delivery and storage centre) (H1)
- bodyshell manufacturing centre (H2)
- paintshop department (H3)
- assembly and finish department (finish) (H4)
- special vehicle department (BUS) (H5)
- multi-functional building - (offices, canteen, IT, social facilities, technical centre, prototype facility, company clinic, server room, maintenance workshops, etc.) (H6)
- utility building (H7)
- waste storage (H8)
- internal storage of fuels and technical liquids with a fuel station (H9)
- finished product yard with a loading point of finished vehicles for road and railway transportation – Outbound with a social and office facility (H10)
- transformer stations (H11)
- flyovers for technological transport with a control system

- technical gas warehouse
- guard house, guard post units
- canopy roofing over paved surfaces
- dedicated laboratories in individual departments
- water cooling installations with a cold-storage system
- connections of water supply, sewage discharge, gas and power supply
- underground and surface utility installations
- railway siding with a turnout from the railway line number 281
- internal driveway system with parking lots, manoeuvring yards, storage and unloading yards
- test track for vehicles with an entry ramp to control the chassis
- stormwater drainage with a pre-treatment system of storm water which is an integral part of the stormwater drainage system
- sewage discharge system of a mixture of sanitary and industrial sewage – internal sanitary and industrial system
- site fencing and lighting,
- biologically active areas.

The multi-functional building to be located at the facility will contain: quality assurance department, prototype department, office and social space, internal clinic, IT centre, canteen, maintenance workshops. Around the central building there will be the buildings of the following departments: bodyshell construction, paintshop with a control centre and assembly with finish. The location of the departments has been optimised to facilitate production flow. Logistics of each department is integrated in the relevant discipline buildings.

Apart from production lines, in the production buildings there will be among others:

- medium voltage distribution rooms
- transformer stations (e.g. on platforms, ramps or superstructures - penthouses)
- maintenance workshops
- production materials storage
- social premises related to the process
- office premises related to the process.

Superstructures called Penthouses will be constructed on roofs of the buildings to house technical devices such as ventilation units, transformer stations, switch gear, etc. All internal driveways and yards will be made with concrete, asphalt or stone cube pavement. In fragments the pavements will be made as sealed (e.g. by the warehouse of fuels and technical

liquids, waste storage, paintshop). By all sealed pavements with drainage there will be underground sealed reservoirs where uncontrolled leaks of substances can be directed.



Fig. 2
Main facilities of the planned car plant

Entry to the car plant site will be through two gates – in the north and in the west. The northern gate will be for truck traffic and the western gate for passenger vehicles. Additionally, there will be a gate in the southern side to be used in emergency situations, like e.g. by fire service. Inside around the perimeter of the site there will be a technological road to be used e.g. in emergency situations.

The car plant will operate in accordance with the following production system:

- 7 days a week (from Monday to Sunday)
- 3 shifts a day
- 260 days a year

The planned maximum production potential of the facility is as follows:

- 20 vehicles per hour
- 450 vehicles per day
- 100 000 vehicles per year

All utilities will be supplied from external networks. Electricity will be provided by PSE, gas by PGNiG. Water supply and industrial and municipal sewage discharge will be ensured by Przedsiębiorstwo Wodociągów i Kanalizacji in Września. Stormwater will be discharged to the municipal stormwater drainage system.

The vehicle production process will start at the bodyshell construction department. Steel galvanised stamped sheet metal will be used for bodyshell production. The production process will include the following:

- combination of parts into sub-assemblies (floors, side walls, roof) by assembling elements delivered from the outside into larger assemblies and permanent connection – with the use of the following devices in the line: transformer point welding machines, welding robots, semi-automatic welding devices in protective gas atmosphere as well as devices for laser welding and soldering and application of structural glue, making connections with elements and screws
- combination of sub-assemblies into unfinished bodysHELLS by combining earlier prepared assemblies into unfinished bodysHELLS, using the following connecting methods: welding, soldering, welding and gluing – with transformer point welding machines, welding robots, semi-automatic welding devices in protective gas atmosphere as well as devices for laser welding and soldering and application of structural glue, making connections with elements and screws
- finishing of unfinished bodysHELLS by welding and gluing with the use of semi-automatic welding devices in protective gas atmosphere and glue batching devices, local grinding of bodysHELLS with the use of grinding devices
- fitting of bodysHELLS on the assembly lines of external parts and installation with assembly and fitting installation of equipment elements (e.g. fenders, doors, front hood, etc.); threaded connections are made in the process
- final finish by way of local final grinding of external surfaces
- dry cleaning of bodysHELLS of remaining glue with cleaning agents.

Quality control is the final stage of the bodysHELL production technological process. From the bodysHELL production, the unfinished bodies will be delivered to the paintshop where after preparatory and protective actions, they will be directed to subsequent states of the production process in the paintshop building. Painting processes will be performed at the following technological lines:

- VBH –washing and phosphating line
- KTL – Cataphoretic line to apply the first paint layer
- PVC – BodysHELL sealing line with PVC mass
- Base coat line – filling interim layer (Füller)
- Base paint line (BC1 and BC2)
- Clear coat lines (CC1 and CC2)
- Final finish

- Spot –Repair – paint repair cabins
- Sealing and hardening gluing and DEKOR line
- HRK – enclosed space protection line

When the paint process is completed in the paintshop building, the bodies are directed to the assembly building via the transportation buffer. Inside the assembly department building there will be assembly lines and storage and logistic lines.

The assembly department will be composed of:

- cockpit sub-assembly area
- door sub-assembly area
- sub-assembly area of drive mechanisms, drive units and chassis
- seven-section line of main assembly (1-7)
- finish and control work area – finish

Complete vehicles will be directed from the assembly building to the test track located between the paintshop and assembly buildings. When tests are completed, the vehicles will be directed to the ready vehicle yard. In the yard, finished vehicles will be loaded onto trucks and transported outside the factory site. By the yard there will be a railway station to load new vehicles onto railway cars and transport outside the factory site.

A railway siding has been planned of about 1.5 km to collect finished cars by rail. The siding will reach the railway line 281 in the north-eastern part of the car plant and will be composed of one to five tracks for railway cars to park and manoeuvre.

The following buildings will function at the factory to ensure its correct operation:

- Multi-functional building – this will be a three-storey building with the following infrastructure inside: pilot hall of prototypes, maintenance workshops, social and office facilities, administrative facilities, laboratory, internal clinic, quality assurance centre, canteen and IT centre.
- The special vehicle construction department with stations to perform adaptation works to adjust typical vehicles for special purposes (e.g. police vehicles, workshop vehicles, with special equipment or with special bodywork)
- Utility building with connections of gas and water. From the building, the utilities will be distributed to all buildings of the factory. Additionally, it will contain a compressed air installation, sprinkler installation central unit and ice water station. The building will also house a boiler station to produce hot water for heating purposes, process purposes and tap water in the factory. The boiler house will be provided with three boilers of 6 MW each fuelled with natural gas. Cooling towers will be located by the

utility building. There will be five towers with 3.4 MW each. Four of them will operate on a continuous basis and the fifth one will act as backup.

- Waste storage to collect and store waste generated during operation of the factory fully protecting the environment against potential impact of generated and stored waste. Waste at each process line and in each building will be collected to appropriate containers fully preventing any impact on the environment and either collected directly from those locations to be disposed of outside the factory or transported in the dedicated containers to the waste storage place until an appropriate quantity is collected to make disposal economically viable. The waste storage will be split into places to store hazardous and other waste.
- Fuel and technical liquid storage with a fuel station is a complex of buildings that will operate round the clock without any operators due to the application of most modern technical solutions. The fuel and technical liquid storage with the fuel station for company vehicles will handle fuel and technical liquid management at the entire factory.
- The storage of raw materials, parts and sub-assemblies used to receive and store sub-assemblies for vehicle production, raw materials for production, store empty returnable packaging.

3. FORMAL LEGAL STATUS AND PROJECT PERFORMANCE TIME SCHEDULE

The project “Construction of a new Car plant for New Generation Vehicles Crafter in Września” is being executed in accordance with the time schedule approved by the Investor. So far the following decisions have been issued for the planned investment:

- by the Regional Director Environmental Protection in Poznań on 5 September 2014 ref. WOO-II.4210.10.2014.AB.20 on environmental conditions of the project “Construction of a Factory of New Generation Vehicles Crafter in Września”
- by the Head of the Września District Decision No. 650/2014 of 19 September 2014 with building permit for the investment of “Construction of a Factory of New Generation Vehicles Crafter in Września” covering the construction of: bodyshell construction building, paintshop, assembly building, multi-functional connector, power supply unit building (utility centre) with a cooling water tank and cooling

towers, flyover bridge for technological transport, consumable station building, transformer station, pedestrian foot bridge with technical infrastructure

- by the Head of the Września District Decision No. 870/2014 of 19 December 2014 amending the final decision of the Head of the Września District No. 650/2014 of 19 September 2014 with building permit for the investment of “Construction of a Factory of New Generation Vehicles Crafter in Września”
- by the Head of the Września District Decision No. 154/2015 of 13 March 2015 with building permit for the guardhouse for trucks, waste centre, employee guardhouse for the investment “Construction of a Factory of New Generation Vehicles Crafter in Września”
- by the Head of the Września District Decision No. 155/2015 of 13 March 2015 amending the final decision of the Head of the Września District No. 650/2014 of 19 September 2014 with building permit for the investment of “Construction of a Factory of New Generation Vehicles Crafter in Września”
- by the Head of the Września District Decision No. 156/2015 of 13 March 2015 with building permit for the construction building of special vehicle, the building of the supply centre composed of a warehouse part and an administrative-social part for the investment “Construction of a Factory of New Generation Vehicles Crafter in Września”

The investment did not require an outline planning permission. The site for the investment is covered with valid local development plans.

- local development plan of the areas in Chocicza Wielka, Chocicza Mała, Białężyce, Grzymysławice, approved by resolution of the Town Council in Września No. XXXIII/403/2014 of 10 June 2014 (Official Journal of Wielkopolska Province, item 3577);
- change to the local development plan of the areas destined for economic activation along the regional road 432 and railway tracks Września-Jarocin, approved by resolution of the Town Council in Września No. XXXIII/402/2014 of 10 June 2014 r. (Official Journal of Wielkopolska Province, item 3576).

In 2015 an application will be filed for the construction of a railway siding and a vehicle loading station onto railway cars. The core dates related to the performance of the investment are as follows:

- Q3 2014 – commencement of the construction phase

- September 2016 – commencement of serial production
- 31.12.2018 – closing of the project

Before the factory is commissioned and serial production is started, the Investor will obtain all the required administrative decisions related to the use of the environment.

4. LEGAL REQUIREMENTS AND STANDARDS APPLICABLE TO PUBLIC CONSULTATION

4.1. Legal requirements applicable to public consultation

In accordance with Polish legal regulations, public consultations are a part of the investment process and if the project may have material impact on the condition of the environment – they form part of the environmental impact assessment.

The most important Polish laws relating to the public involvement in the decision process are as follows:

- The Constitution of the Republic of Poland of 2 April 1997 (Journal of Laws No. 78, item 483) which provides for the right of each citizen to obtain information on the activities of public authorities and Art. 74 specifies that “each citizen is entitled to information on the condition and protection of the environment”
- The Act of 27 April 2001 – Environmental Protection Law (Journal of Laws of 2013, item 1232, consolidated text as amended) which regulated the rules of disclosing information on the environment and protection thereof and the involvement of the public in proceedings related to environmental protection until the effective date of the Act on disclosure of information (...) of 3 October 2008 (consolidated text Journal of Laws 2013, item 1235, as amended)
- The Act on disclosure of information on the environment and protection thereof, public involvement in environmental protection and assessment of impact on the environment of 3 October 2008 (consolidated text Journal of Laws 2013, item 1235, as amended) which specifies the rules and procedures applicable to disclosure of information on the environment and protection thereof, public involvement in environmental protection
- Act of spatial planning and development of 27 March 2003 (consolidated text Journal of Laws of 2015, item 199) which regulates the method of publishing information on

developing local development plans

- The Act on detailed rules applicable to the preparation and performance of investments with respect to public roads (special act) of 10 April 2003 (consolidated text: Journal of Laws 2013, item 687, as amended) which sets forth the rules applicable to issuing permits to perform road investments
- The Act on municipal self-government of 8 March 1990 (consolidated text: Journal of Laws 2013, item 594, as amended) which sets forth the rules of holding consultations with inhabitants of municipalities.

International legal requirements relating to public consultations are set forth in the following documents:

- Directive 2001/42/EC of 27 June 2001 on the assessment of the effects certain plans and programmes on the environment, OJ L. 197 of 21 July 2001) - which requires the provision of extensive information on the approved decisions and of documents in the form of plans and programs, opinions, results of consultation and justification to the selection in view of alternative solutions.
- Aarhus Convention – Convention on access to information, public participation in decision-making and access to justice in environmental matters (OJ of 2003, No. 78, item 706). The Convention facilitates the participation of NGOs in the decision-making process, ensures that procedures are complied with that are related to assessment, provides for the need for consultation in the development of plans, programs and guidelines related to the environment and drafting of legal acts.
- Directive 2003/35/EC of 26 May 2003 providing for public participation in the development of certain plans and programs with respect to the environment and amending Directives 85/337/EEC and 96/61/EC with respect to public participation in decision-making and access to justice in environmental matters – it ensures public participation in individual decisions and programs, ensures the involvement of the public at an early stage, ensures the possibility to submit comments and proposals, sets forth the rules of the participation of NGOs involved in the environment.

The regulations relating to assessment of environmental impact (EIA) require the involvement of the public, which is composed of performance of public consultations and publication of information on the project during the assessment procedure of environmental impact. Formal public consultations are arranged by local authorities. Comments from the public are to be

submitted within 21 days from the relevant public announcement that an application has been made for a decision on environmental conditions and the assessment process of environmental impact has started.

4.2. International standards relating to public consultations applied by financial institutions

All projects supported by EBRD shall meet the standards of best international practices, in particular the requirement of stakeholder involvement and public consultations, in compliance with EBRD's social and environmental policy EBRD (2014) and EBRD's policy relating to public information (2014). The requirements are specified in detail in EBRD's requirements – operational requirements (PR) 10: Information disclosure and stakeholder involvement. A mechanism of filing and reviewing of stakeholders' complaints is a major element of the consultation process with stakeholders and their involvement.

5. STAKEHOLDER INVOLVEMENT SO FAR

The consultation performed to date included the mandatory consultations covered with the official Environmental Protection procedure and additional informal consultations before the assessment of environmental impact, during the process and when the applicable decisions are obtained. The process of informal consultations is continued until today. The public consultations performed so far are described further below.

5.1. Formal consultation

On 9.06.2014 an application was filed with the Regional Director of Environmental Protection in Poznań (RDOŚ) of Volkswagen Sp. z o.o. ul. Warszawska 349, 61-060 Poznań requesting a decision on environmental conditions for the project titled: "Construction of a New Car Plant of New Generation Vehicles Crafter in Września".

In view of the fact that the number of the parties to the proceedings was in excess of 20, pursuant to Art. 74.3 of the Environmental Protection Act and Art. 49 of the Code of Administrative Procedure, the parties were notified of all activities of the bodies by announcement or in another customary manner used in the locality.

On 17.06.2014, ref. WOO-II.4210.10.2014.AB.2, RDOŚ notified the parties of commencing the proceedings in the matter and of the possibility to review the case file and to file comments and proposals. The announcement was published on the information board and on

the web site of the Regional Directorate of Environmental Protection in Poznań and published in the customary manner in the municipality in Września – on the announcement board of the Town and Municipal Office and in the Villages.

During the proceedings, after collecting all evidence, pursuant to Art. 77.1.2 and Art. 77.3 and Art. 78.1.2 of the Environmental Protection Act, in its letter of 15.07.2014 RDOŚ requested the District State Sanitary Inspector in Września for an opinion on the project implementation. The District State Sanitary Inspector in Września, in its letter of 29.07.2014, ref.: ON.NS-72/4-4/14 provided its positive opinion on the hygienic and health requirements of the implementation of the planned project without any objections. The opinion as received by the Regional Director of Environmental Protection in Poznań on 30.07.2014.

Pursuant to Art. 33.1 in connection with Art. 79 of the Environmental Protection Act, in order to ensure the involvement of the public in the proceedings, between 16.07.2014 and 7.08.2014 information was published on the submitted application for the decision on environmental conditions for the project, on the commencement of the assessment of environmental impact, on the publication of information on the application in a publicly accessible data source and on the possibility to review the case file and to file comments and proposals in the case within 21 days that is from 17.07.2014 to 6.08.2014. The announcement was published on the site of the Public Information bulletin of the Regional Director of Environmental Protection in Poznań, placed on the information board of the institution and published in a customary manner at the site of the planned investment – by placing the announcement on the information board in the building of the of the Town and Municipal Office in Września and in the Villages: Chwalibogowo, Oblaczkowo, Chocicza Wielka-Białeżyce, Chocicza – Mała. Within the designated time period no comments or proposals were received by the institution from the interested parties.

On 28.07.2014 the Regional Director of Environmental Protection in Poznań received a request of 27.07.2014 of the Association Ecological Zieliniec, ul. Świętowidzka 16A 61-058 Poznań, represented by plenipotentiary, Mr. Tomasz Grzybkowski to admit the Association Ecological Zieliniec to the administrative proceedings as a party in the procedure for issue of a decision on environmental conditions for the project of the cin Września. Pursuant to Art. 44.1 of the Environmental Protection Act, ecological organisations which referring to their statutory objectives express their wish to participate in proceedings requiring public involvement, are admitted to such proceedings as a party.

In its letter of 31.07.2014, ref. WOO-II.4210.10.2014.AB.8 the Regional Director of Environmental Protection in Poznań, pursuant to Art. 64 § 2 of the Code of Administrative Procedure requested the plenipotentiary of the Association Ecological Zieliniec to complete

the request by specifying the first and last names of the person who granted the power of attorney and to submit a copy of the by-laws of the Association Ecological Zieliniec, in original or certified in compliance with Art. 76a § 2 of the Code of Administrative Procedure. On 7.08.2014 the required additional information was received.

By decision of 11.08.2014, ref. WOO-II.4210.10.2014.AB.13 the Regional Director of Environmental Protection in Poznań admitted the Association Ecological Zieliniec to participate in the proceedings as a party.

In its letter of 24.07.2014 the "Zieloni RP" Association, ul. Zielona 1 90-601 Łódź, requested to be admitted to the administrative proceedings as a party for decision on environmental conditions for the project of the car plant in Września.

In its letter of 31.07.2014, ref. WOO-II.4210.10.2014.AB.10 the Regional Director of Environmental Protection in Poznań, pursuant to Art. 64 § 2 of the Code of Administrative Procedure requested the "Zieloni RP" Association to complete the request by providing a copy of the by-laws of the "Zieloni RP" Association, in original or certified in accordance with Art. 76a § 2 of the Code of Administrative Procedure. On 18.08.2014 the required additional information was received. By decision of 20.08.2014, ref. WOO-II.4210.10.2014.AB.16 the Regional Director of Environmental Protection in Poznań admitted the "Zieloni RP" Association to participate in the proceedings as a party.

Pursuant to Art. 10 § 1 of the Code of Administrative Procedure, in the letter of 12.08.2014, ref. WOO-II.4210.10.2014.AB.15, the parties were notified of the possibility to review and submit comments to the collected evidence and materials in the matter before the decision on environmental conditions is issued. The notification was placed on the information board and in the web site of the Regional Directorate of Environmental Protection in Poznań, between 14.08.2014 and 28.08.2014 inclusive and published in a customary manner on the announcement board of the Town and Municipal Office in Września, between 13.08.2014 and 2.09.2014 and in the villages: Chwalibogowo, Obłaczkowo, Chocicza Wielka-Białężyce, Chocicza – Mała, between 13.08.2014 and 1.09.2014.

The Regional Director of Environmental Protection in Poznań, after administrative proceedings related to the assessment of environmental impact of the project and subject to public consultation, issued Decision of 5 September 2014, ref. WOO-II.4210.10.2014.AB.20 in environmental conditions for the investment.

5.2. Informal consultation

Apart from the formal public consultations that were conducted within the issue procedures of decisions on environmental conditions and assessment of environmental impact, Volkswagen Poznań held informal voluntary consultations resulting from good practices of investment performance. Volkswagen Poznań for the first time presented its investment plans within less than one month after the decision on the location was announced. On 31 March 2014 as a result of the decision on the construction of the factory, Września was visited by the President of the Republic of Poland, Bronisław Komorowski. During an official meeting in the Town Hall in Września, the President of Volkswagen Poznań, Jens Ocksen, for the first time presented development plans of the new car plant and its visualisation (model). The next meeting with the Counsel of the Town of Września was held on 22 April 2014 in the Town Hall in order to present the company and the investment. The meeting was devoted to a discussion on the manner of informing the inhabitants, on directions on public involvement and potential collaboration with local enterprises.

The first meeting devoted to a dialogue with inhabitants of the localities neighboring the new factory was held on 2 and 3 June in the village community centre in Oblaczkowo. During the meetings, the President of Volkswagen Poznań presented a visualisation of the future factory and afterwards the HR department of VW Poznań informed about the procedure of filing applications to employment in the new factory. During the meetings, employees of the recruitment department were present ready to answer individual questions. Immediately after the meeting a person was trained to be dedicated solely to provide information on the recruitment process. The dialogue meeting and subsequent meetings were attended by representatives of the Mayor's Office of Września, Police and Fire Service. The meeting was also devoted to a discussion on the new transportation system due to the closure of the regional road for the inhabitants.

Another dialogue meeting was held in November 2014, right after the corner stone ceremony and on 5 February combined with a visit to the construction site by local inhabitants. The meetings were aimed at presenting progress of construction works and information on ecological solutions to be applied in the new factory.

Apart from meetings with inhabitants, two meetings for local businesspeople held on 7 July and 9 October 2014 were an important element of social dialogue. During the first meeting, representatives of the Procurement Department informed about conditions of registration in the supplier platform. The meeting in October was attended by the Head of the Volkswagen Commercial Vehicles Brand, Dr. Leif Oestling. The objective of the meeting was to discuss

the development opportunities for the Town and Municipality of Września connected with the investment.

Two more meetings with inhabitants are planned for 18 and 25 April 2015. That time Volkswagen Poznań will arrange buses to bring the inhabitants to the factory in Antoninek so that they can become acquainted with the production process of commercial vehicles. After about an hour of a tour there will be a discussion panel for stakeholders to identify the areas of social involvement in Września.

The next meeting is planned for the summer of 2015.

When serial production is started, Volkswagen Poznań will be meeting the inhabitants minimum twice a year, similarly to what is done now in the other factories of the company.

The new Volkswagen Poznań Sp. z o.o. car plant in Września will be creating 2300 new jobs which will have a positive impact on the development of the area of Września and the Province of Wielkopolska. Apart from generation of new jobs in the factory and among the suppliers, numerous positive social effects should be noted, similar to those that have been generated by the existing factory in Poznań. The most important ones are actions reflected in the strategy of Volkswagen AG "Mach 18" aimed at becoming the best employer, which is manifested in a highly social and pro-employee approach to the operations of human resources. The planned pro-employee actions include the planned clinic and a training centre. With respect to supporting the regional development and sharing technical and organisational know-how a plan exists to start collaboration in vocational training by establishing sponsored classes for students who will afterwards become technical employees at Volkswagen Poznań Sp. z o.o. Similar collaboration has been going on successfully for several years with sponsored classes in the Vocational School Complex No. 1 in Swarzędz where the company offers vocational training in areas related to motor industry and casting.

Another aspect relating to employee development and improving their qualifications is the planned training centre to train employees with respect to technical, quality and organisational requirements of the Volkswagen Group. Exchange of experience and improving qualifications will also be possible for new and existing suppliers of materials for production who decide to collaborate with VWP in order to improve product quality and by arranging quality conferences for suppliers (Program – Critical Supplier and Quality Conference).

All companies in the Volkswagen Group are obliged to maintain dialogue with their stakeholders and to take actions related to corporate social responsibility. The current strategy of social involvement of Volkswagen Poznań is based on support to initiatives from immediate neighborhood of their factories and the locality principle will also be applied in the new factory. Among the social issues priority is given to ecological aspects and ways to support active spending of free time by children and teenagers (Blue Grants, Mini Handball). Among the issues discussed during regular neighbourly meetings, much attention is devoted to issues related to pro-ecological investments and actions which is confirmed during certification audits.

6. STAKEHOLDER IDENTIFICATION AND COMMUNICATION METHODS

The specification of stakeholders presented in this chapter covers identified social groups and people who are in one way or another related to the investment. Generally there are the following:

- persons and social groups that directly or indirectly will be impacted by the completed project,
- persons and social groups that are involved in performance of the project in a specific way,
- persons and social groups that may exert influence and decide about the results and method to perform the project.

The identification of the stakeholders was performed in accordance with the above classification.

Table 1
Identification of stakeholders

<p>Persons and social groups that directly or indirectly will be impacted by the completed project</p>	<p>Persons and social groups that are involved in performance of the project in a specific way</p>	<p>Persons and social groups that may exert influence and decide about the results and method to perform the project</p>
<ul style="list-style-type: none"> • Inhabitants of the Town and Municipality of Września • NGOs operating on the local, regional, national and international level (including ecological ones) • Local media • Local businesses 	<ul style="list-style-type: none"> • Volkswagen Poznańozn. z o. o. • Design companies • Contractors of construction and installation works • Suppliers of equipment • Security agencies 	<ul style="list-style-type: none"> • State administration • Local administration • Sanitary Inspectorate • Regional Director of Environmental Protection • Ministry of Environment • Ministry of Economy

6.1. Internal stakeholders

The following categories of internal stakeholders were identified:

- company employees (the project will generate new jobs)
- internal projects stakeholders: designers, contractors, sub-contractors, sub-suppliers

6.2. External stakeholders

The following categories of external stakeholders were identified:

- national and regional authorities responsible for issue of permits
- local government authorities
- inhabitants of the Town and Municipality of Września
- ecological NGOs on the international, national and local level, communities in organisations, media.

Table 2

Stakeholders that may exert influence and decide about the results and method to perform the project

Stakeholders that may exert influence and decide about the results and method to perform the project	
National and local government administration bodies, control bodies	<p>Regional Directorate of Environmental Protection in Poznań ul. Jana Henryka D Dte of Environmental Protect Tel.: 61 639 64 00 Fax: 61 639 64 47 e-mail: sekretariat.poznan@rdos.gov.pl</p>
	<p>District Sanitary and Epidemiological Station in Września ul. Wrococ Sanita 62-300 Wrzenita tel /0-61/ 4 360360y tel/fax /061/ 640 32 06 e-mail psse.wrzesnia@pis.gov.pl</p>
	<p>Provincial Environmental Protection Inspectorate in Poznań 61-625 PoznanvironmCzarna Rola 4 Tel. (61) 827-05-00 e-mail: sekretariat@poznan.wios.gov.pl</p>
	<p>Marshal of the Province of Wielkopolska Environmental Department pl. Wolności 18 61-739 Poznań Tel.: 61 626 64 00 Fax: 61 626 64 01 e-mail: dsr.sekretariat@umww.pl</p>
	<p>Town and Municipality Office in Września ul. Ratuszowa 1 62-300 Wrze 1 1 Tel. 48 (61) 640 40 40 Tel. 48 (61) 436 08 80 Fax. 48 (61) 640 40 44 Fax. 48 (61) 436 25 00 e-mail: wrzesnia@wrzesnia.pl</p>

	District Starost Office in Września ul. Chopina 10, 62-300 Września Tel. 61 640 44 44 fax 61 640 20 51 e-mail: starostwo@wrzesnia.powiat.pl
Ministries	Ministry of Environment 00-922 Warszawa, ul. Wawelska 52/54 Tel: 022 5792900
	Ministry of Economy 00-507 Warszawa, pl. Trzech Krzy/54eśn Tel: 022 6935000

Table 3
NGOs interested in the project

Name	Contact details
Association Ecological Zieliniec	ul. Świętowidzka 16A 61-058 Poznań
“Zieloni RP” Association	ul. Zielona 1 90-601 Łódź

Table 4
Local media and newspapers

Name	Contact details
Wieści z Ratusza	ul. Ratuszowa 1 62-300 Wrze 1 1 Tel. 61Wrze 1 40 e-mail: wiesci@wrzesnia.pl
Wiadomości Wrzesińskie	ul. Fromborska 18 62-300 Wrze 18 Tel. 61 4374 950 Fax 61 4367 285 e-mail: biuro@wrzesnia.info.pl
ITV Września	ul. Dzieci Wrzesiinfo.p 62-300 Wrzesesi tel.00 Wrzesesis e-mail:Witvwrzesnia@gmail.com

6.3. Analysis of stakeholders' concerns

The concerns were analysed and doubts were clarified within the assessment procedure of environmental impact and in informal consultations.

The Investor is obliged to systematically collect and analyse expectations and concerns of stakeholder as well as to take appropriate remedial actions throughout the project life cycle.

The table below presents the identified interests and problems of key stakeholder groups.

Table 5
Key expectations of stakeholders and analysis of concerns

Stakeholder group	Key expectations	Key concerns	Recommendations
External stakeholders			
National and local authorities	Economic development of the region. New jobs. Increased income.	Deteriorated condition of the environment. Incompliance with applicable laws.	Continued consultations and dialogue.
Supervision and control authorities of the environment and safety	Compliance with domestic laws		Involvement in consultations and dialogue. Control of compliance of the investment with legal regulations.
Inhabitants of the Town and Municipality of Września	Preservation of the environment in a non-deteriorated condition. Mitigation of environmental impact. Maintenance of an effective transportation system in the neighborhood of the investment. New jobs.	Impact of the investment on the environment. Increased traffic in local roads. Loss of jobs. Transparency of recruitment policy.	Continued consultations. Clarification relating to the project. Further work on problem / expectations identification and management. Participation in meetings with representatives of local communities and inhabitants. Information to local communities on work progress on the project. Information on employment policy at an early stage. Implementing an incentive system to work.

NGOs and other	Preservation of the environment in a non-deteriorated condition. Mitigation of environmental impact.	Transparency of the decision-making process and communication. Compliance with regulations.	Maintenance of an open attitude to all those who have concerns related to the construction and operation phases of the investment.
Internal stakeholders			
Employees of VW Poznań	Creation of new jobs. Good working conditions.	Loss of jobs. Transparency of recruitment policy.	Information on employment policy at an early stage. Implementing an incentive system to work.
Contractors, sub-contractors, sub-suppliers	An opportunity to find a job.	Transparency of tender proceedings and award of contracts and orders.	Providing information on personnel and contract policies at an early stage of the investment and throughout operation of the factory.

7. ACQUISITION OF RIGHTS TO THE PROPERTY

In accordance with the regulation of the Minister of Economy and Labour of 15.11.2004 on tenders and negotiations and assessment criteria related to economic projects to be pursued by enterprises in the Wałbrzych Special Economic Zone INVEST - PARK (Journal of Laws No. 254, item 2550, as amended), Volkswagen Poznań Spółka z o.o. acquired a property of the total surface area of 220.4532 ha located in the Province of Wielkopolska, District of Września, Municipality of Września, located in the Września Special Economic Zone, the Września Sub-zone, as a result of a tender, from the Wałbrzych Special Economic Zone on 17.06.2014. The tender was announced on 23.05.2014. Volkswagen Poznań Spółka z o.o. participated in the tender and placed its bid on 10.06.2014. Negotiations were held on 12.06.2014. On the basis of a protocol from the negotiations, a notary deed repertory A number 9325/2014 was made on 17.06.2014 with a conditional sales agreement, statement waiving the pre-emption right, sales contract and title transfer agreement. The property was handed over to the Company on the same day. The purchase of the rights to the site did not require any replacement.

8. DISCLOSURE OF INFORMATION

Information on progress of the investment will be provided to the inhabitants directly as well as via media, company's internal bulletins and at meetings with local authorities. The information to the inhabitants has already been provided directly during dialogue meetings that will be continued when serial production is commenced. It is a standard applied by Volkswagen Poznań to hold such meetings minimum twice a year. Additionally, when serial production is started, tours will be organised of the factory for external visitors, including inhabitants. Another way to provide information is a stakeholder panel organised on the average every two years in order to align the directions of social involvement strategy in Września. Collaboration with local media. The Company has already organised press conferences and briefings to provide information on progress of the construction process (the last one held on 27 March 2015). The Company maintains contact with the local radio, newspapers and local web portals. Company's internal bulletins. From the time of the official announcement of locating the new Crafter factory in Września, employees have been regularly informed on progress of construction works, the structure of the future factory as well as the challenges faced by the company in connection with the project. Assuming that employees are the best ambassadors of its company, the company publishes a weekly Newsletter "Fakty" with a page dedicated solely to the Crafter factory, every two weeks Crafter Newsletter is published in German, the monthly "Głos VWP" always publishes information on the new factory. Additionally, the quarterly "Auto and Portret" presents content on Crafter. Collaboration with local authorities – the status of the construction works is presented at regular meetings relating to the infrastructure of the future investment. Additionally, the company installed an internet kiosk in the town hall in Września providing access to the web site of the factory which displays photos from the construction site. Most recent information on the investment and its progress has been and will continue to be available at the web site www.volkswagen-poznan.pl.

Additionally, stakeholders that are directly involved in the performance of the project will have access to the following information:

- information on each stage of the construction works
- report on environmental impact and results of environmental analyses
- decisions relating to the use of the environment.

9. PLAN OF STAKEHOLDER INVOLVEMENT IN THE PROJECT

Due to the nature and size of the planned investment, the Investor has been conducting public consultations in two stages. Such approach will contribute to developing relations between the Investor and the stakeholders and to mitigating the risk of social conflicts at each stage of project life. Such approach will also facilitate the incorporation of material social and environmental aspects in the planning and designing process.

The consultation process so far has included:

- informal consultations upon initiatives of the Investor.
- formal consultations as required by law at the stage of assessment procedure of environmental impact upon initiative of the institution issuing the decision and with an active support on the part of the Investor.

1.1. Time schedule of stakeholder involvement

Table 6
Plan of stakeholder involvement in the project

Project phase	Type of consultation / activity	Timeframe	Activities
Project preparation and obtaining permits	Formal consultations carried out by the institution competent to issue the decision in compliance with statutory procedure during the assessment process of environmental impact and issue a decision on environmental conditions. Obtaining building permit and occupancy permit. Obtaining permits to use the environment.	Decision on environmental conditions 09.06.2014 – 5.09.2014. Building permits September 2014 – continued. Permit to use the environment – by September 2016.	Publication of information on steps taken by the institution within the assessment procedures on environmental impact in a customary way. 21-day period for public consultations within the environmental procedure. Publication of information on decisions issued for the project.

	Informal consultations. Meetings with inhabitants.	From the time of project initiation and continued until all decisions are obtained.	Information on investment plans. Information of proceedings with respect to obtaining decisions.
	Implementation of the Stakeholder Involvement Plan and Complaint Mechanism.	Q3 2015	Publication of information on NTS, SEP. Initiation of the complaint/proposal mechanism.
Construction process	Informal consultations within the Stakeholder Involvement Plan.	During the construction process. Acceptance activities and commissioning.	Reminder of contact information and complaint submission procedure. Determination of rules for filing of comments by employees of construction works. Information for the municipality, inhabitants.
Operation	Informal consultations within the Stakeholder Involvement Plan.	Post-completion environmental monitoring as well as during operation of the site. Throughout operation of the facility.	Provision of results to competent authorities – in compliance with applicable laws and publication of relevant information on the web site.

1.2. Plan of stakeholder involvement in the project

There will be the following stages of implementing the plan of stakeholder involvement in the project:

- Publication of a packet of documents relating to the Project on the web site of VW Poznań – completed

- Publication of information on the project in local media and information boards, information kiosk in the Town and Municipality Office – completed
- Provision of a packet of documents on the project in paper version with the Regional Director of Environmental Protection in Poznań – completed during the assessment procedure of environmental impact
- Organisation of regular meetings with the local authorities – on an ongoing basis (see chapter 5.2.)
- Organisation of regular meetings with the local community at the designing and construction stages – regularly, the next meetings on 18 and 25 April 2015 (see chapter 5.2.)
- Organisation of regular meetings with the local community when serial production is started at Volkswagen Poznań – regularly, minimum twice a year.
- Presentation of environmental, social and OH&S reports – all reports are submitted to environmental protection authorities in compliance with law, for interested persons available at the company's offices,

Table 7

Plan of stakeholder involvement in the project

Stakeholder group	Method of involvement	Means of communication	Rules of communication	Place of access	Responsible entity/person	Timeframe
External stakeholders						
All external stakeholders: Authorities at all levels. Local communities. Other parties: NGOs, mass media, local organisations, etc.	Information on the investment project. Collaboration with bodies issuing decisions during the environmental process and formal consultations. Information on project status, collection of opinions and comments during public meetings; Publication of current information on the web site, in the internet kiosk at the Town and Municipal Office in Wrzeźnia; Recording and analysis of comments.	Announcements in the Public Information Bulletin (BIP), information boards, web sites. Presentations: Media On-line information.	In compliance with law and local customs. Direct communication (meetings), indirect communication (announcements, publications).	At meetings organised at a place convenient for stakeholders. Internet – BIP, web site of the Town and Municipal Office in Wrzeźnia. Web site of VW Poznań.	Body involved in environmental procedure. Town and Municipal Office in Wrzeźnia. VW Poznań	Stage of project preparation and obtaining the required administrative decisions. Period from 2014 and continued
Local authorities	Organisation of regular meetings with the authorities.	Presentations, reports, approvals, correspondence related to the project.	In accordance with local customs. Direct communication at meetings and in official letters.	Project implementation site, VW offices, offices of authorities.	Representatives of authorities, representatives of VW, project team.	Construction and operation phase. Regularly as required – now every 2 – 4 weeks
National and regional authorities, in particular environment and safety control and supervision bodies.	Filing reports in compliance with legal requirements.	Presentations, reports.	In compliance with law and local customs. Direct communication (meetings and official letters).	Project implementation site, VW offices, offices of authorities.	Project team and representatives of VW Poznań.	Construction and operation phase. In compliance with legal requirements.

NGOs	E-mail and telephone communication (to be appropriately registered). Meetings with the Investor	Electronic, telephone, traditional post. Individual meetings.	In compliance with law and local customs. Direct communication (meetings), indirect communication (announcements, publications, web site VW Poznań, BIP).	Project construction site, offices of VW Poznań.	Representatives of VW Poznań, project team.	Construction and operation phase. Ad hoc meetings / communication as required.
Media	Press conferences	Press releases	Direct communication (meetings), indirect communication (exchange)	In compliance with the rules of internal PR.		
Internal stakeholders						
Employees of VW Poznań	Information of company's project plans with reference to employee issues; actual impact on local communities; Information on internal matters, successes and problems related to project development. OH&S and environmental training. Information on complaint and proposal mechanism.	Leaflets, Presentations, Bulletins, personnel policy and complaint mechanism; policy and rules relating to environmental safety and protection.	In compliance internal rules. Direct communication (meetings with employees),	Project construction site, offices of VW Poznań.	Employees of VW Poznań, project team	Systematically and during construction and operation.

Contractors, subcontractors. Sub-suppliers.	Information on issues related to project progress at direct meetings and in reports.	Reports on project progress in compliance with contractual agreement. Monitoring reports to be drafted jointly with contractors.	In accordance with the rules agreed during contracting. Direct communication at meetings. Indirect communication, letters related to the project.	Site office, offices of VW Poznań.	Representatives of contractors, sub-contractors, sub-suppliers, project team, representatives of VW Poznań.	In accordance with contracts and customs prevailing at the site.
Employees of contractors, sub-contractors and sub-suppliers.	Information to employees on employee issues, OH&S and environmental matters, possibilities to file complaints within the complaint mechanism.	Personnel policy and complaint mechanism; policy and rules relating to environmental safety and protection.	In accordance with the rules agreed during contracting. Direct communication at meetings. Indirect communication, letters related to the project.	Support facilities for site employees, offices of VW Poznań.	Representatives of VW Poznań and contractors, sub-contractors and sub-suppliers.	During the construction phase.

Environmental documents relating to the Project will be available on the website <http://www.volkswagen-poznan.pl/pl/nowa-fabryka> and in hard copy since May 15, 2015:

- At the Company's office:

- Volkswagen Poznań Sp. with o.o, ul. Warsaw 349, 61-060 Poznan,
- Volkswagen Poznań Sp. with o.o, ul. Sikorski, 44, 62-300 Września.

For information please contact Ms. Monika Hajbowicz; tel. + 48 871 42 61 11;

E-mail: Monika.Hajbowicz@vw-poznan.pl

- At the Town and Municipality Office in Wrzesnia, Land Management and Architecture Department, ul. Ratuszowa 1, 62-300 Wrzeźnia. For information, please contact: Ms. Agnieszka Wawrzyniak; tel. + 48 61 640 40 31, from 8 a.m. to 3 p.m.
- At the economic zone local office WSSE "INVEST-PARK" Sp. with o.o, ul. Chopina 8, 62-300 Wrzeźnia. For information, please contact Mr. Jacek Konopka; tel. +48 61 640 03 00, from 7:30 a.m. to 3:30 p.m..

10. MECHANISM OF COMPLAINT FILING

The mechanism of complaint filing (grievance) will assure that all comments, enquiries and complaints relating to the project will be reviewed and appropriate remedial actions are taken. Employees of VW Poznań Spółka z o.o. involved in the project have many years in handling stakeholders' opinions and methods to disclose information.

The diagram of system functioning and the form to report complaints are provided in Appendices 1 and 2. The following response times will be applied:

- written acknowledgement of receipt of comment/complaint: 5 working days of receipt
- written response / proposed solution: within 4 weeks of receipt of comment/complaint.

With reference to this project, the procedure will additionally cover:

- information on the project containing a general project description, stages of implementation and information on the complaint mechanism will be published and available at the web site of VW Poznań with a link to the form to report comments
- information on the reported comments/complaints will be published on the web site of VW Poznań
- VW Poznań Spółka z o.o. will designate a person responsible for managing the reported comments and communication with the public
- all published information will be available in Polish.

Contractors, sub-contractors and sub-suppliers involved in the construction process will be informed by VW Poznań Sp. z o.o. of their role in the complaint/comment reporting mechanism and the need to implement it for their own employees.

In order to assess the functioning of the mechanism, periodic audits will be performed.

The forms to report complaints/comments will be available in Polish, will be placed in the web sites and provided to the Town and Municipality Office in Września along with details of the relevant procedure.

Additionally, the web site of VW Poznań will publish annual reports on the functioning of the complaint mechanism.

11. CONTACT DETAILS

The person responsible for communication with the public and functioning of the complaint and proposal mechanism:

Monika Hajbowicz

Press Spokesperson

Communication Manager P/6

Telephone + 48 61 871 4211

Mobile phone + 48 694 494 781

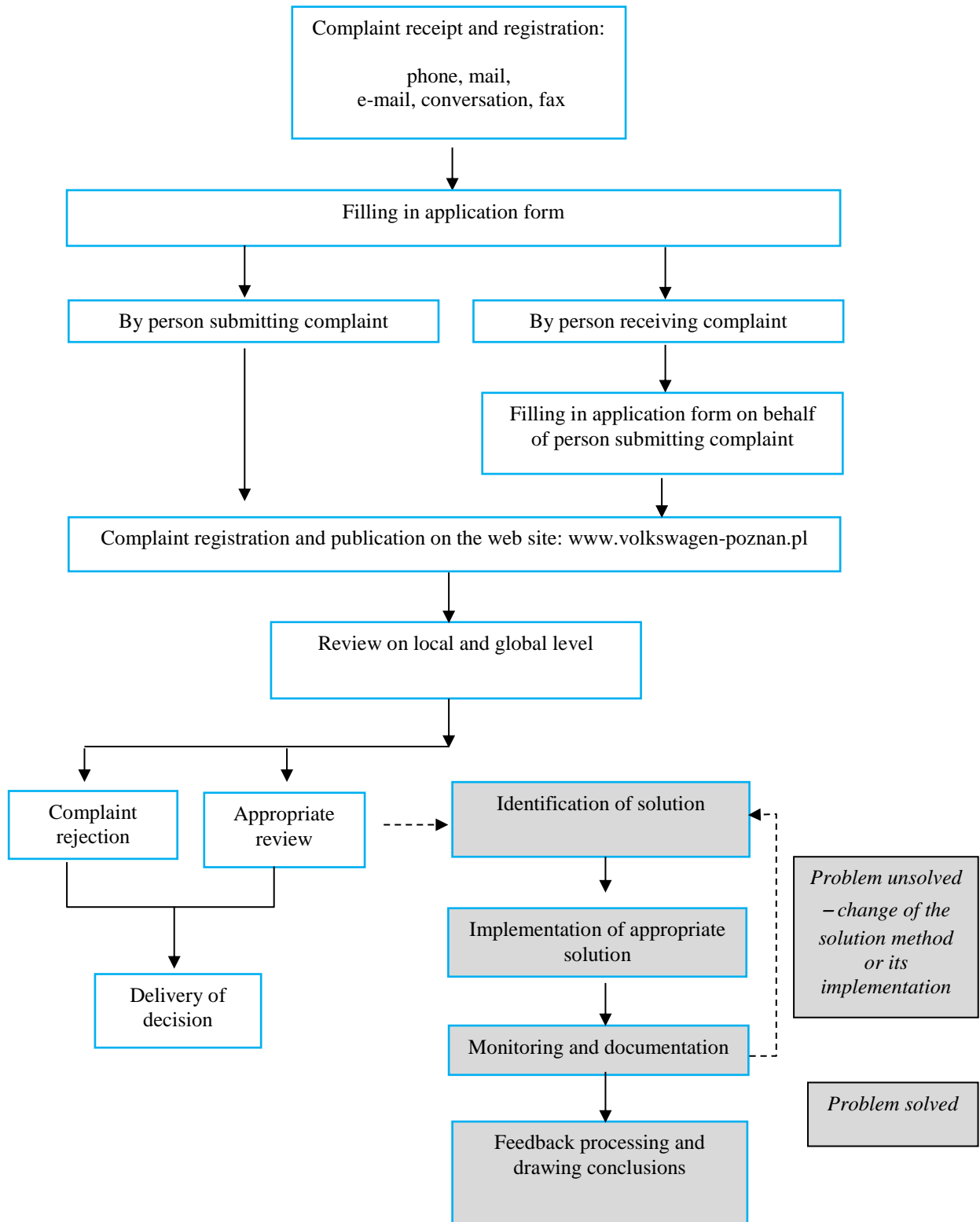
Volkswagen Poznań Sp. Z o.o.

ul. Warszawska 349

60-060 Poznań

monika.hajbowicz@vw-poznan.pl

Mechanism of complaint filing



Appendix No. 1

Complaint (Grievance) form

Case number: <i>(assigned by VW Poznań Sp. z o.o.)</i>	
First and last name / Company name <i>(Note: complaints may be filed anonymously or a request may be made not to disclose applicant's data to third parties without consent of the applicant – underline as appropriate).</i>	Applicant's first name: Applicant's last name: Company details: I wish to file my complaint anonymously I request that my data is not disclosed without my consent
Contact details: <i>(please provide appropriate contact method)</i>	Via post to the following address: By telephone: E-mail:
Preferred language for communication <i>(underline as appropriate)</i>	Polish English German other (specify)
Details of the complaint or proposal <i>(Details of the complaint/proposal, date of the incident, place of the incident, persons involved in the matter, effects of the situation – when the space is insufficient, please attach additional sheets)</i>	

Nature of the problem	One-off incident/complaint (date:.....) It happened more than once (specify how many times:) Pending (existing problem)
What actions could solve the problem in the Applicant's opinion? (provide a proposal and grounds – <i>when the space is insufficient, please attach additional sheets</i>)	

Date and signature:

The form to be submitted to:

Monika Hajbowicz
 Volkswagen Poznańoznawageno.
 ul. Warszawska 349
 60-060 Poznań
 monika.hajbowicz@vw-poznan.pl

Appendix 2