

**VOLKSWAGEN**

AKTIENGESELLSCHAFT

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**FAQ – Web-Based Training (WBT) – Code  
of Conduct for Business Partners with  
Focus on Anti-Corruption**

**Responsible:** Sustainability in Supplier Relations, K-BG-N  
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## **1 Why is there a web-based training (WBT) on the Code of Conduct for Business Partners?**

The WBT on the Code of Conduct for Business Partners informs you of the content of the contractually agreed sustainability requirements for business partners as defined in the Code of Conduct for Business Partners. The topic of anti-corruption is a particular focus. The sustainability requirements apply to all business partners of the Volkswagen Group. Further information on the Code of Conduct for Business Partners is available [here](#).

## **2 What topics does the WBT cover?**

The WBT covers all chapters of the Code of Conduct for Business Partners and provides an introduction to the topic of integrity and compliance. The sections cover the topics of environmental protection, human rights and employees' rights, transparent business relationships, fair market behaviour, the obligation to promote responsible raw material supply chains as well as the integration of sustainability requirements into the organisation and processes. The WBT ends with a short test.

## **3 Can the deadline specified in the task be postponed or the task extended?**

The task with the requirement to perform the WBT is valid for 90 days. If the WBT was not completed in this period, two reminders will be issued. The deadline can therefore be postponed, however, we recommend completing the WBT within the first 90 days after receiving the task.

## **4 Which person in the company should complete the WBT?**

In principle, everybody in a company can complete the WBT. Prerequisite for this is registration on the ONE.Konzern Business Platform and the assignment of the role "WBT CoC for Business Partners". Company administrators can assign this role. The company administrators are defined by our business partners themselves. They also have to assign themselves the "WBT CoC for Business Partners" role in order to complete the WBT. We would appreciate as many people as possible completing the WBT and recommend that the company administrators and compliance officers run through the WBT.

## **5 Who can I contact in the event of technical problems?**

If technical problems arise and you are using Internet Explorer as a browser, we recommend completing the WBT in a different browser.

Should you have other technical problems, please contact the Supplier Integration Team (SIT) via email at [b2bteam@vwgroupsupply.com](mailto:b2bteam@vwgroupsupply.com).

## 6 What needs to be done if the link to the WBT does not work in the task?

If the link in the task does not work, the role assignment for taking part in the WBT is missing. The company administrator can assign the roles as follows:

- Log in > Applications > User Administration (B2B-UMS) > click “Start” on the right hand side of the screen.
- Click “Search for profiles” in the top-left of the main menu area
- Then click “Search” below the search fields (without entering anything)
- You can now view all user data in the bottom half of the screen in the search results
- Select the user(s) by clicking on the checkbox in front of the respective profile ID
- Then click the “Edit role” button in the bottom left in the “Actions” area
- The view changes
- In the box at the top, under the heading “eLearning Sustainability (LMN”, select the required role “WBT CoC for Business Partners” (marked in blue when selected) and click the “Assign role” button on the right.
- In the bottom half of the screen, you will see the assigned roles in highlighted green and marked with a “+” symbol
- Click “Apply Changes”
- Click “Save changes” on the next page
- On the start screen, you will receive a confirmation that the role(s) has/have been assigned
- Close all browser windows in which you have our platform open
- The applications will be enabled after approx. 30 minutes

## 7 Can the certificate for passing the final test be printed out later?

Currently, it is not possible to download the certificate afterwards. We are currently working on a solution to this problem. We expect that it will be possible to download the certificate after completing the training course in the second quarter of 2021. Therefore, at present the certificate should be saved directly after passing the test. The Supplier Integration Team (SIT) cannot make certificates available later on, as these are not saved in our system.

## 8 Can the WBT be continued if it has been interrupted for a long period?

If the WBT is interrupted for 30 minutes, a session timeout occurs. In this case, the WBT must be restarted. In the WBT, it is possible to skip between chapters. This means that you do not have to run through the entire WBT from the beginning in case you need to re-start the WBT at a later point.

**9 Does the WBT also have to be completed in companies with less than 10 employees?**

We also recommend that very small company sites conduct the WBT in order to become familiar with the Group's sustainability requirements.

**10 Can you transfer a site's successful participation in the WBT to other company locations?**

Unfortunately, this is currently not possible. Each site that receives a task with the request to complete the WBT must complete the WBT in order to conclude the task.