

STANDARDS FOR THE PROTECTION OF MINORS
MERCEDES-BENZ MANUFACTURING POLAND SP. Z O.O
short version for minors

Hello!

We are very pleased to welcome you to MERCEDES-BENZ MANUFACTURING POLAND SP. Z O.O. (hereinafter: „**MBMPL**”). We would like to provide you with some important information to ensure your safety and well-being. For that purpose, we have prepared these Standards for the Protection of Minors (hereinafter: „**Standards**”). Please read them carefully and remember that you can count on us anytime!

§1.

General provisions

1. If you are under 18 years of age, you are a minor.
2. Violence against minors can take many forms:
 - a) **Physical violence:** when someone beats, jerks or pushes you;
 - b) **Psychological violence:** when someone ridicules, insults, calls you names or backbites you;
 - c) **Sexual abuse:** when someone tries to engage you in sexual activities that you have not consented to. This can include forcing you into such activities, exploiting you for prostitution or sending intimate pictures (known as Sexting) over the Internet;
 - d) **Cyberbullying:** violence that happens on the internet, such as name-calling in chat rooms, publishing offensive comments, modifying and sharing photos, hacking into your accounts or impersonating you;
 - e) **Harm:** any behavior that hurts you, such as committing a criminal act or neglect (inappropriate care, ignoring, lack of medical attention);
 - f) **Neglect** – includes a.o. leaving you unattended, ignoring you, not calling on you, denying you medical care.
3. You may experience violence from other minors, parents, legal guardians or other adults unknown to you.
4. All adults, who work at MBMPL, have a duty to look out if something wrong is happening to you or other minors.
5. **What to do if you are being harmed?**
If something bad happens to you or you see someone else suffering, you can always tell this to any foreman, Production Supervisor, Internship Supervisor. Remember that you are not to blame for the violence you are experiencing and no one has the right to hurt you.

§2.

Rules to ensure safe relationships between minors and MBMPL personnel

1. **Our employees have a duty to:**
 - a) look after your safety and wellbeing;
 - b) treat you and your colleagues fairly and with respect;
 - c) respond if they see something inappropriate happening;
 - d) support you at all times.
2. **Our employees cannot:**
 - a) disclose your private information unless they are legally obliged to do so;
 - b) use physical or emotional coercion against you;
 - c) embarrass or ignore you;
 - d) take your things, unless they are legally obliged to do so or your safety or the safety of others requires it;
 - e) use any form of violence;

- f) behave inappropriately towards you (e.g. they can't use profanity);
- g) offer to meet outside the MBMPL, alcohol, drugs or other stimulants;
- h) contact you privately without the knowledge of your legal guardians/parents;
- i) touch you in a way that you do not wish and could be misinterpreted.

Any physical contact with you must be necessary and justified for the safety of the minor or others, and can't be concealed or the result of a subordinate relationship.

§3.

Relationship rules between minors

1. Our employees ensure that you respect each other and accept cultural differences, creating an atmosphere of openness and tolerance.
2. They teach you what personal boundaries are and why they need to be respected.
3. They encourage you to develop empathy and help each other.
4. They teach you how to use new technologies responsibly so as not to hurt others.
5. They make sure that you do not use profanity, rude or insult each other.
6. Each of you takes responsibility for your words and actions to create a safe environment.
7. Ridiculing and humiliating others is not acceptable.
8. Any form of aggression is not permitted

§4.

Rules and procedure for intervening in situations of minor harm suspicion

1. If you feel you are being harmed or see someone else being harmed, report it to any Foreman, Production Supervisor, Internship Supervisor, Manager.
2. Any MBMPL staff member must take action if they hear from you or see a distressing situation themselves.
3. Responsible person will talk with you and, if necessary for the good of the case, also with other people who may know something about the incident.
4. If this proves helpful, a meeting with your guardians will be arranged.
5. If you have been harmed by an MBMPL staff member, don't be afraid - he or she will be excluded from the intervention procedure and will be immediately removed from working with other minors until the matter is clarified.
6. If necessary, specialists (e.g. psychologists or pedagogues) will be asked for support.
7. If, despite our efforts, it turns out that MBMPL is unable to help you, we will inform the relevant institutions to help you.
8. MBMPL employees who will become informed of the harm are obliged to keep the information confidential. The exception to this is if MBMPL employees are legally obliged to give the information to the relevant institutions.

§5.

Rules on the use of electronic devices with Internet access

1. When you are in MBMPL, you may use your own electronic devices, with due regard to the rules set out in the work regulations
2. You may not use the available Wi-Fi network at MBMPL.
3. When you are in MBMPL, you may not record, take photographs or record audio on any device.
4. If you use MBMPL electronic equipment, you must not install any programs on it, delete files, uninstall programs or change anything on the system.
5. Principles of safe use of the internet

- **Don't trust strangers online:** Be wary of people you meet online - they are not always who they say they are.
 - **Don't meet with strangers:** If you want to meet someone you have met online, you must have parental consent. Ideally, a parent or other adult should be there when you first meet, or you should take a friend/colleague with you and meet in a public place.
6. Never give your personal information to strangers on the Internet.
 7. Remember that hate speech on the internet is a criminal offence. The family court can punish you for such behavior.

§6.

Rules for the publication of Standards

1. This document is available to anyone - you, your parents or guardians or MBMPL personnel.
2. You can find the full version of Standards for the Protection of Minors on the MBMPL website, and a short version in the corridors at MBMPL.
3. If you prefer a paper version, you can request one at any time. If you have any questions about the rules, you can also ask for further clarification.

§7.

Protection of your image

1. MBMPL ensures that your image (i.e. the photos or videos of you) will be protected.
2. If someone wants to use your image, e.g. publish your photo, you need the consent of your parents or legal guardians.
3. Parental consent is not required if you are only part of a larger group, e.g. in a photo of an event, landscape or gathering.

§8.

Additional support

You can also get support by calling the following numbers:

- **Helpline for Children and Youth: 116 111**
- **24-hour hotline for Children, Youth, Parents and Teachers: 800 080 222**
- **Antidepressant Hotline Forum Against Depression: 22 594 91 00**
- **Telephonic Psychological First Aid: 22 425 98**