

Electric Vehicle Workplace Charging Policy

Scope

This document outlines the policy and etiquette for the personal use of company-owned charging stations by individuals for their electric vehicles – known as “workplace charging.” This is a pilot program and is subject to change.

Affected Individuals

This policy is applicable to all employees, contractors, retirees, and authorized visitors of XXY Company, hereby known as “participants.”

Compliance

Failure to comply with this policy may result in disciplinary action up to and including suspension or termination of employment.

Authorized Use

Workplace charging is only available at designated charging stations – always refer to posted signage. In general the following rules apply:

- Employees, contractors, and retirees who own or lease an electric vehicle may use ChargePoint charging stations if they are an enrolled participant in the workplace charging program.
- Registered visitors with electric vehicles may use ChargePoint charging stations.
- Employees who are operating company-owned fleet electric vehicles may use:
 - the ChargePoint charging stations
 - the existing, non-networked legacy charging equipment
- Electric pool car users may use any charging station while travelling between company locations. However at the vehicle’s home location, drivers are required to use the spaces designated for pool car use only.

Workplace Charging Enrollment Process

For employees, contractors and retirees:

- Must review the policy and submit a signed Enrollment Agreement and Release to: Electric Vehicle Admin – JOE/JB.
- Once enrolled, participants will be mailed a welcome kit, including a workplace charging access badge.

For authorized visitors:

- Employees must pre-arrange charging access for their visitors to (LIST LOCATIONS) with Corporate Security through the corporate visitor registration form. To arrange for visitor charging at all other company locations, please contact XXXXXX.

For additional detail on the enrollment process, ChargePoint charging station usage tips, and other related topics, please refer to workplace charging frequently asked questions ([LINK](#)).

Cost

Workplace charging is available to enrolled participants at no cost. This policy is subject to change at any time.

Usage Procedure and Etiquette

The Company supports your decision to drive electric and asks that you follow the following rules to make the most of this initiative:

1. **Safety first:** Practice safe charging. This means properly managing the cord during and after charging. Avoid overstretching the cord, and do not place it such that it comes in contact with another vehicle.
2. **Parking:** Internal combustion cars – including hybrid vehicles – are prohibited from parking in charge spots designated for plug-in cars. Contact security if such a situation occurs.
3. **Signage:** Electric vehicle drivers must adhere to posted signs. Fleet vehicles and employee vehicles share most charging stations – however at certain locations, charging is designated as fleet use or electric pool car use only. Never park your personal vehicle in a charging space designated for company-owned vehicles only, or use non-ChargePoint stations.
4. **Usage:** Don't charge if you don't need a charge. Leave the spot free for another electric vehicle driver who might need the charge to complete his or her daily travels without gasoline. To make the most of the company's investment, please utilize your home as your primary charging location, if possible, and use workplace charging as needed to augment your home charge. Over time, we expect the number of electric vehicles to exceed the number of available charging stations – and therefore you should only use them when necessary.
5. **Workplace charging is a privilege, not a right:** Remember, charging your vehicle in a company-provided charge-spot is a privilege and is available on a first-come-first served basis. The company does not guarantee that a charging station will be available for participants' use. While charging is offered at no charge to authorized participants today, the policy may change in the future.

6. **Access:** Do not share your ChargePoint access badge with others, including friends, family members, and co-workers – it is for your use only. And do not use your company-issued ChargePoint access badge at non-company locations.

Request for Charging Stations

Currently, workplace charging is being rolled out as a limited pilot program in STATE. Locations have been selected based on employee count, availability of company-owned plug-in fleet vehicles at the site, and/or whether the site is a central meeting location.

If your worksite does not have personal electric vehicle charging available, and you would like it to be considered in the future - send an email to charging@XXX.com.

Contact Information

Please contact charging@XXX.com with questions.