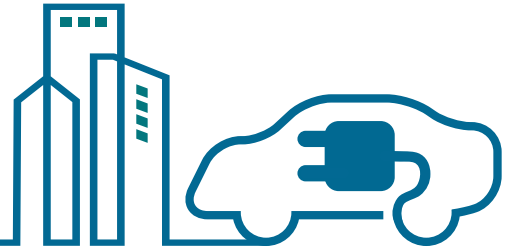


ELECTRIC VEHICLE WORKPLACE CHARGING POLICIES



As electric vehicle adoption increases and more employees express interest in charging their vehicles at work, companies should consider a workplace charging policy. Topics that could be covered in a workplace charging policy include safety, etiquette, time limits, parking requirements, fees, enforcement and answers to frequently asked questions. Consider developing a documented policy and requiring participating employees to sign a copy, signifying their understanding and agreement.

SAFETY To minimize safety hazards (tripping/falling), reduce liability, and improve user experience, it is important to educate employees on safe charging practices.



SAFELY MANAGE THE CORD DURING AND AFTER CHARGING

During charging, tuck the cord under your car so people will not trip on any excess length or drive over it. After charging, wind the cord on its holder and tuck in any excess length.



REPORT ANY UNSAFE CONDITIONS

If you notice damaged or unsafe equipment, notify the appropriate personnel immediately.



USE PROPER CHARGING EQUIPMENT

Use only UL listed charging cords. Underwriter Laboratories (UL) is an organization that certifies devices for safety and functionality. Check to make sure your charging equipment has a UL label. Do not use extension cords.

ETIQUETTE The etiquette rules your company decides upon will depend on the number of electric vehicle drivers and the demand for charging.



INACCESSIBLE CHARGING STATION DUE TO DRIVERS NOT FOLLOWING TIME LIMITS

Establish a method for users to communicate and manage the charger. For example, have a shared calendar or email group to keep drivers informed. Use vehicle information cards to note contact information and communicate charging need and estimated departure time.



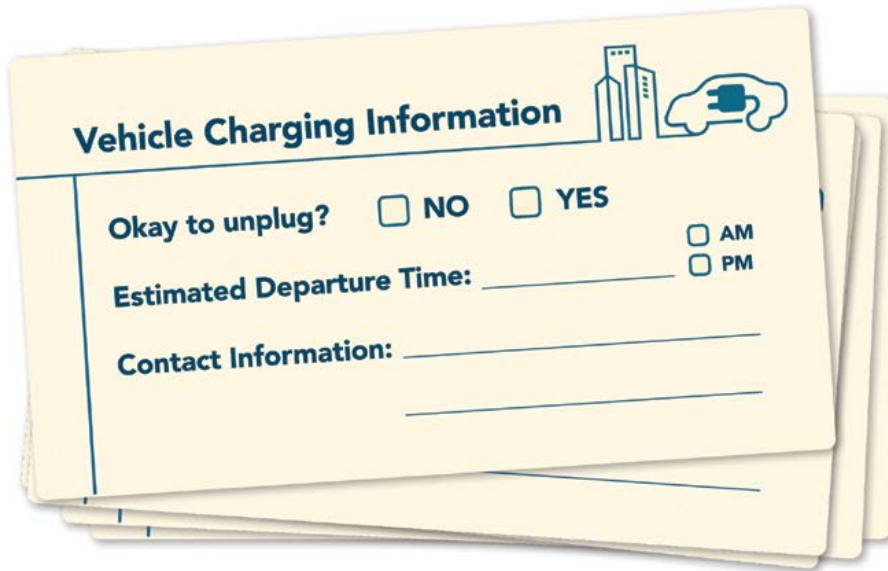
VEHICLE UNPLUGGED FROM CHARGING STATION BY ANOTHER DRIVER WHO WANTS TO CHARGE

Require explicit approval from vehicle drivers for any cord sharing activities. For example, a vehicle information card may be used to indicate approval and identify conditions under which the vehicle may be unplugged from the charging station.



CHARGING CORD/CONNECTOR NOT RETURNED TO THE PROPER POSITION

Instruct drivers on the proper use and care of the charging equipment. Care instructions can also be placed on the charging stations themselves to remind users of proper etiquette.



Vehicle information cards are an easy way to share information. Simply post the card on the dashboard of the vehicle to let others know when they can use the spot.

CHARGING TO CHARGE

There are a number of reasons that workplaces may decide to charge a fee for electric vehicle charging.

- Recovering equipment and installation costs
- Covering ongoing operating costs, including electric rates and maintenance
- Managing charging station use and limiting unnecessary charging



Fees can be collected by a parking permit that is managed by the company or by network cards and credit cards. Network cards and credit cards are usually managed by a third-party vendor. Companies should consult with their real estate, fleet, tax, and/or legal representatives to determine which methods are permitted in their area.

	FREE	CHARGE FOR POWER	CHARGE FOR TIME PARKED	FLAT FEE	VARIABLE PRICING
Details	No fee to charge	Access fee per kWh used	Access fee per time parked	A flat fee for use of a parking space	Increasing fees with time parked
Benefits	Attract and retain employees and encourage electric vehicle adoption	Reimburse electric costs	Encourages drivers to move when finished charging	Allows driver to park in a designated space	Maximizes availability of charging stations

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