



CANNINGTON COURT



ELECTRIC VEHICLE WORKPLACE CHARGING ETIQUETTE & GUIDELINES

Contents

1. Introduction
2. Registration
3. Access to EV charging facilities
4. Charging etiquette and guidelines
5. Method of payment
6. Visitors
7. Reporting a Problem

1. Introduction

EDF is committed to a low-carbon, sustainable future - supporting the adoption of ultra-low emission vehicles (ULEVs) is part of our vision, 'Our Future is Electric', to decarbonise and make our environment healthier.

EDF has committed to convert its whole vehicle fleet to electric vehicles by 2030, contributing to the development of a low-carbon society. EDF was the first French company to join the Climate Group's EV100 initiative, which brings together forward-looking companies committed to accelerating the transition to electric vehicles with the objective to make electric transport the new normal by 2030.

The lack of EV charging infrastructure was identified as being either a 'very significant' or a 'somewhat significant' barrier to going electric for 71% of EV100 members. We recognise that providing EV charging facilities within the workplace will form part of the decision making process when considering the feasibility of switching to a low emission vehicle at the first vehicle replacement opportunity.

We will be promoting the benefits of plug-in hybrid and full electric vehicles to increase the number of ultra-low emission vehicles within our vehicle fleet and their wider use by EDF employees, contractors and visitors who travel to and from our sites.

You are welcome to use the EV charging facilities to charge your EV or your plug-in hybrid electric vehicle (PHEV), regardless of whether it's a company vehicle, your own vehicle or a hire vehicle.

2. Registration



Pod Point is part of EDF in the UK. As the leading UK home charging provider, Pod Point offers chargers for home and

business plus access to a rapidly growing network of more than 3,500 publicly available charging bays across the UK.

The Podpoint chargers at EDF locations will form part of a private network that isn't available for use by the general public. When you register using the Pod Point app, please ensure that you use an e-mail address that ends in either edfenergy.com, edf-energy.com or lmtch.inviron.co.uk – use of the chargers is restricted by using these e-mail extensions; if you use a personal e-mail address you will not be able to use the chargers.

If you already have a Podpoint account that uses your personal e-mail address you can create a separate account that uses your work e-mail address, if you wish. Alternatively, you can amend and replace your personal e-mail address that's stored within your existing account to record your work e-mail address as follows:

1. Open the Podpoint App, click 'Account', scroll up when you see the My Account heading to display the 'Settings' heading;
2. Click 'Account', enter your revised email address and press 'Save'.
3. You'll then see a pop-up message that says: 'Profile updated – We've updated your profile with your new details'.

3. Access to EV charging facilities

The EV workplace charging facilities provided by EDF will eventually be consistent across all of our locations. EV parking spaces are clearly marked and must only be used by vehicles that are actively using the charging facilities, unless the local Green Travel team choose to allocate the spaces otherwise – please apply the general rule that if you're not charging your vehicle please don't block the space, other ULEV drivers may need to use it.

If Green Travel plans or local arrangements exist to allocate vehicle parking spaces, please ensure that you adhere to these at all times. Please do not be offended if you are asked to move your vehicle if you've parked it where it shouldn't be.

The quantity of EV workplace chargers may initially exceed demand. When demand increases, you may be required to relocate your vehicle during the day to enable AM and PM charging sessions to be introduced, with the changeover time possibly being 12:30 each day, for example. This would create two EV charging sessions between 0800-1230 and 1230 -1700. Each site providing workplace EV charging facilities shall be responsible for communicating local operating arrangements and the vehicle changeover times that may apply to EV users.

The workplace EV chargers will all have type 2 connections and will be rated at 7.4kW, subject to any load balancing requirements that may exist. It may not be possible to fully recharge your vehicle so it's recommended that you do not rely on the provision of the EV workplace charging facilities as your only means of charging your electric vehicle – you should consider them as an opportunity to top-up, possibly installing a home charger as your principal EV charging facility. Details of EDF's home charger offer can be found by clicking this link: <https://www.edfenergy.com/electric-cars/home-charger>

We cannot guarantee continuous availability of each EV charger. Reactive maintenance arrangements exist to return EV chargers to use if they were to become unavailable.

4. Charging etiquette and guidelines

You must ensure that your charging cable is compatible with your vehicle and the EV charging point. The EV workplace chargers do not have a tethered cable so you will not be able to use them if

you don't have a charging cable of your own.

Please take care when connecting charge cables, being particularly aware of your surroundings and the likelihood of trailing cables in your immediate proximity.

In the unlikely event that you cause damage to another vehicle whilst using the EV charging facilities, you are expected to leave your insurer/contact details (on the damaged vehicle) and also report the incident as required.

Only EV/PHEV vehicles that are charging should occupy the EV charging bays – if you're not an EV user or not charging your vehicle it is very likely that you will be asked to move your vehicle. Please do not park in any of the EV charging bays unless you are connected to the charger and the charge session is active, unless instructed to do so by the Green Travel team. No priority is given to company car drivers over privately owned EVs or PHEVs – everyone has equal priority at present.

EDF reserves the right to restrict or prevent you from using the EV chargers at any stage if you do not observe the content of this etiquette and guidelines document and/or any local arrangements that exist.

5. Method of Payment

Before you'll be able to use the workplace EV chargers you must register, as detailed in Section 2.

Each charging session will incur a cost. You need to add a payment card within the 'Account' section of the Podpoint App and then use the 'Top Up' feature, selecting the amount in increments of £5. You'll receive a Top up confirmed message and your current balance will be displayed. You'll also receive a receipt from Pod Point by e-mail to confirm that the transaction was successful.

The price you pay will be based upon the agreed tariff and your actual consumption - there is no minimum charge and no connection fees – you only pay for what you use.

There will be no 'free of charge' introductory period of operation for the Podpoint EV workplace charging facilities – if you choose to use the EV charging facilities you're expected to pay for your usage. Any existing EV chargers at EDF locations that may be operating on a free of charge basis at present will eventually be

exchanged on a new for old basis to ensure that consistency of product and equitable payment arrangements exist for all EV users at all of our locations.

Our EV workplace charging tariff will initially be set at 17.5p per kWh, which is comparable with the day rate of EDF's GoElectric tariff. If you have a tariff at home that provides a lower price per kWh during off-peak hours, it's very likely that you'll be able to recharge your vehicle's battery for less than it would cost you to use the workplace chargers – some electric vehicles have a timer function to enable you to maximise the use of off-peak hours. This observation supports our recommendation that the workplace EV charging facilities should not be your primary means of charging your vehicle – use it more as a top-up facility if you need to. There is a link to EDF's home charger offer in section 3 above.

6. Visitors

Visitors may use the EV workplace charging facilities, subject to observing any local arrangements that may exist to book parking spaces in advance. Visitors must pay for the energy that they consume. A separate tariff may be introduced for visitors at a later stage but a single tariff will initially apply to all users, subject to review. Each site providing workplace EV charging facilities shall be responsible for communicating local operating arrangements and the process to follow in order to use the chargers.

Noting the e-mail format that permits use of the workplace chargers described in Section 2, visitors will need to be registered to use the chargers in advance of their arrival.

7. Reporting a Problem

If an EV charge point develops a fault and you are unable to use it, please report the issue to the Pod Point Support team at support@pod-point.com

Each of the EV chargers has a unique name to identify it, please make a note of that when seeking assistance. Pod Point will attempt to fix the problem remotely but, if it isn't possible to do so, it may be necessary for an Engineer to visit the site - if that's the case, please use an alternative EV charge point, subject to availability.