

McCafferty Consultancy Ltd. Electric Vehicle Chargepoint Policy

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1 Introduction

- 1.1 McCafferty Consultancy Ltd. is working to reduce the carbon emissions and air pollution produced by directors' vehicles as well as supporting similar aims of visiting clients.
- 1.2 This Electric Vehicle Chargepoint Policy sets out how electric and plug-in hybrid vehicles should be recharged whilst on-site, whether owned by the organisation, the employee, or visitors.
- 1.3 This policy outlines guiding principles for the introduction of EVs and chargepoints by McCafferty Consultancy Ltd.

2 Aims and Objectives

This policy aims to:

- provide a consistent approach to recharging electric vehicles (EVs), including plug-in hybrid electric vehicles (PHEVs)
- state responsibilities for the safe and efficient use of the chargepoints
- establish a clear workplace policy that governs chargepoint access, security, usage and other issues associated with EV charging
- place a responsibility on all those using EVs to maintain the vehicles and charge them correctly
- communicate the company's aims to employees and other interested parties, including shareholders, customers and suppliers
- contribute to efforts to minimise the impact the organisation's activity has on the environment.

3 Definitions

In this policy, 'electric vehicle' (EV) includes both pure electric and plug-in hybrid vehicles.

Pure or Battery Electric Vehicle (PEV or BEV)

A vehicle powered only by electricity. The vehicle is charged by an external power source and incorporates regenerative braking to extend the available range.

Plug-In Hybrid Electric Vehicle (PHEV) A vehicle which combines a battery, electric drive motor and an internal combustion engine (ICE) and the ability to charge the battery from an external power source. The vehicle can be driven by the ICE, by the electric drive motor, or both together.

4 Installation and use of chargepoints

- 4.1 The installation of chargepoints is entirely at the discretion of the organisation. The organisation is under no obligation to provide chargepoints purely because owner(s) or lease car users choose electric or plug-in hybrid vehicles.
- 4.2 The locations where chargepoints are installed is based upon business need and practicality. It is not dependant on the number of vehicles or the number of staff at the site.
- 4.3 The number of chargepoint(s) installed at any one location will be determined locally, based on EV numbers and other factors e.g. efforts to encourage EV use.
- 4.4 A single type of chargepoint may be located on McCafferty Consultancy Ltd. sites: for use by both McCafferty Consultancy Ltd. directors, staff, and by private EV users.
- 4.5 A dedicated EV bay for McCafferty Consultancy Ltd. vehicles will be introduced at the registered company address. This dedicated bay may also be used by private BEV or PHEV users, or non-electric vehicles, but priority must be given to EV vehicles as demand dictates.
- 4.6 The organisation offers no guarantee of chargepoint availability at any site for private or lease BEV or PHEV users.
- 4.7 Authorisation for the use of chargepoints by staff for private use will be made by the director or company secretary.
- 4.8 McCafferty Consultancy Ltd. is not responsible for any cost relating to vehicle purchase, repairs or damage that may occur to the vehicle when it is parked at the chargepoint. Use of the chargepoint is at the risk of the driver. Damage caused to the chargepoint by any user will be repaired at the expense of that user.
- 4.9 No private or lease EV will be permitted to connect to McCafferty Consultancy Ltd.'s power supply without authorisation. Such a connection and use of McCafferty Consultancy Ltd.'s energy supply will be deemed to be theft and dealt with as such.
- 4.10 Chargepoints are not open to the public.

5 Responsibility for Electric Vehicles

- 5.1 Private and lease vehicles are the responsibility of the owners/leasees. No responsibility can be taken by McCafferty Consultancy Ltd. for damage that may occur while recharging.
- 5.2 McCafferty Consultancy Ltd. fleet EVs should be treated with respect and recharged when required. Any issues should be brought to the attention of the company directors.

6 Monitoring & Compliance

6.1 The policy will be reviewed annually and updated when required to reflect changing policies and legislation.

6.2 In particular, the following will be monitored:

- Use of chargepoints
- Use of fleet and private electric vehicles
- Fuel use across McCafferty Consultancy Ltd.'s diesel, BEV and PHEV vehicles.

6.3 If areas of non-compliance are identified, an action plan to prevent further non-compliance with the policy will be implemented.