

ELECTRIC VEHICLE (EV) CHARGING BUSINESS USE POLICY

Policy Statement:




As part of our net zero strategy, McSence have installed two Electric Charger (EV) chargers for use by McSence staff, McSence vehicles and business park tenants. For clarity, these are **not** public access charging points. This is a further step towards an environmentally and socially responsible business and contributing to sustainability certification.

This policy cover access to and use of the charging points, charging etiquette, payment structure and contact details for the person(s) responsible for the chargers - with an effective workplace EV charging policy, key questions or potential conflicts that arise over the use of the chargers can be prevented in advance.

All Employees: This policy applies to persons working for the McSence Group of Companies which includes the subsidiary companies - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd.*

The Workplace: This policy applies to any tenants and their employees or visitors on the McSence Business Park, 32 Sycamore Road, Mayfield, Dalkeith EH22 5TA.

Authorised Users: The EV charging point are **ONLY** for use by authorised McSence employees and business park tenants where access to the use of the charging points is via a fob/tag as follows:

-  **McSence Users:** Each McSence department will be issued with a fob/tag for use by their department vehicles and authorised staff.
-  **Tenants:** Tenants may apply for a fob/tag for use of their staff and visitors. There will be a charge for the fob/tag at the current rate charged by the supplier to McSence which at present is £20.00 + vat and is refundable on return of the fob/tag.
-  **Visitors:** Visitors to the park may use the chargers by using the fob/tag issued to the company they are visiting.

Lost fobs/tags must be reported to McSence as soon as possible so access can be prevented. Holders remain responsible for all costs until the loss has been notified to McSence. Replacement fobs will be charged as above. Unwanted or no longer required fob/tags can be returned to McSence at any time.

Costs and Billing: Each fob/tag issued will be an individual account. The software records when each fob/tag has been used and the amount of energy consumed on each occasion. The McSence finance team will then apply the unit electricity price cost to this and an invoice will be issued to the company holding the fob/tag on a monthly basis for the total energy used in that period. Costs will be recovered at cost. It will be up to the company holding the fob/tag to recover costs from their staff and visitors as it sees fit.

McSence will be able to provide a breakdown of when the fob/tags have been used and the energy used on each occurrence on request. However, we cannot record which vehicle was involved and it will be up to each fob/tag holder to initiate a system to control use of their fob/tags internally.

Applying for a fob/tag: To apply for a fob/tag, please email McSence Finance Team at accounts1@mcsence.co.uk who will then arrange for a fob/tag. The current cost £20.00 + VAT and is refundable on return of the fob/tag. We only have a limited stock of these immediately available. More can be ordered at anytime but there might be a slight delay while these are provided by the supplier.

Charging Etiquette: Access to charging is based on “first come first served” and once a vehicle is charged, we ask that user(s) park elsewhere on the business park to allow access for others to use the facilities, rather than leaving vehicles parked at the charging points for an extended period.

Using the charging points:

Users first need to download the Easee App from the usual sources depending on their phone. Once the app is installed and you have registered an account, follow these steps:

Open the app menu.

- ✚ Press Easee Keys.
- ✚ Press the + in the top right corner.



Method 1 — Enter key number manually

- ✚ Press Enter Key number manually.
- ✚ A new screen opens.
- ✚ Type in the Easee Key number on the Easee key.
- ✚ Type a Key name for your Easee Key to quickly and easily identify it, like "Car keys".
- ✚ Click Add.
- ✚ Your key is now added and ready to use.

Method 2 — Scan with phone

- ✚ Press Scan with phone.
- ✚ A tab will slide up, telling you the device is ready to scan your Easee Key.
- ✚ Type a Key name for your Easee Key to quickly and easily identify it, like "Car keys".
- ✚ Click Add.
- ✚ Your key is now added and ready to use.

To charge vehicles the procedure is as follows:

- ✚ Check the charging cable and connector for damage and impurities such as foreign objects and water ingress before charging.
- ✚ Connect the charging cable to the Charging point and your electric car.
- ✚ Present your fob/tag to the card reader and charging should start automatically.
- ✚ The charging process adapts automatically to the car and available energy according to the configuration.
- ✚ Most cars need to be locked before commencing charging and unlocked before completing the process as a theft prevention measure.
- ✚ If the car does not start charging, check that charging is activated in your car and that the connectors are properly plugged in. If charging still does not start, report to McSense for investigation.

If you find the cable locks in the charger and cannot be removed, use the following procedure to free it:

- ✚ Unplug the car.
- ✚ Push the connector completely into the charging robot socket.
- ✚ Hold the touch button just above the cable for 2 seconds.
- ✚ Pull out the connector.

Questions & Answers:

1. Where can I find more information about the charging equipment?

You can find more information via <https://easee.com/uk/commercial-buildings/>

2. How long does it take to charge the car?

You can charge up to three times faster than a standard domestic electrical outlet as it utilises all the power capacity available and guarantees the highest charging power.

3. Will the charging points work with my electric car?

Yes. The installation is designed to be compatible with all electric cars and automatically adjusts to the power available.

4. How do I pay for charge the car and how much will it cost?

The McSence department or tenant will be invoiced monthly for their total use over the period. The cost will be charged at the prevailing standard energy rate for the McSence landlords power supply.

5. Can member of the public use the service?

Members of the public are not eligible to use the service as the funding received for installing the points is for business use only. Tenants may make the charging points available to any visitors, but there is no provision for individually billing this and the fob/tag holder will be responsible for all costs.

Company Intranet – Staff Zone: All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group's Staff Zone Intranet via our website [Login | McSence](#)

Compliance: Failure to comply with the provisions of this Policy may result in Disciplinary proceedings.



McSence Group Signatory:

David Maxwell | Chief Executive

McSence Group - McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd

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Policy Amendments & Revisions: This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.