

# Electric Vehicle Charging

## Fair Use Procedure

### 1. Purpose

BrisDoc provides electric vehicle charging facilities at Head Office as a discretionary co-owner benefit. The charging points are intended to support sustainable travel and assist co-owners who drive electric vehicles to work.

As demand for charging facilities has increased, this procedure sets out how the charging points should be used to ensure fair and equitable access for all co-owners.

### 2. Scope

This procedure applies to all co-owners using the electric vehicle charging points located at BrisDoc Head Office.

### 3. Availability

The charging points are available for use by co-owners attending Head Office.

Use of the charging points is subject to availability and cannot be guaranteed.

BrisDoc reserves the right to prioritise charging facilities for operational purposes where required.

### 4. Booking Arrangements

All charging sessions must be booked through Skedda before use.

To support fair access:

- A maximum of one booking may be made per vehicle per day.
- Individual bookings are limited to a maximum of four hours.
- Consecutive bookings designed to extend charging time are not permitted.
- Bookings can only be made one month in advance.
- Bookings may only be made by the person using the vehicle.

Where a booking is no longer required, it should be cancelled as soon as possible to allow others to use the facility.

### 5. Charging Etiquette

Co-owners are expected to:

- Arrive and connect their vehicle within a reasonable period of their booking start time.
- Move their vehicle once charging is complete or before their booking ends.

- Ensure charging cables are left safely and tidily after use.
- Use the facilities responsibly and courteously.

Repeated failure to move vehicles following charging or repeated non-attendance for booked slots may result in booking privileges being restricted.

## **6. Cost of Charging**

At present, BrisDoc does not charge co-owners for electricity used through the charging points.

This arrangement is a discretionary benefit and may be reviewed at any time in response to operational requirements, demand, energy costs, or future organisational decisions.

## **7. Safety**

Users are responsible for ensuring that:

- Their vehicle is safe and suitable for charging.
- Manufacturer instructions are followed.
- Any damage, faults, or safety concerns are reported immediately to Facilities or Digital Services.

BrisDoc accepts no responsibility for damage arising from vehicle defects, charging equipment misuse, or failure to follow manufacturer guidance.

## **8. Review**

This procedure will be reviewed periodically to ensure it remains effective and continues to provide fair access as demand for electric vehicle charging evolves.