

---

**Category: GENERAL & ADMINISTRATIVE****WORKPLACE ELECTRIC VEHICLE CHARGING POLICY****I. PURPOSE**

This policy defines the valid use of Silicon Valley Clean Energy's charging station(s) by employees and visitors.

**II. POLICY**

Vehicles must be actively charging when parked in the charging station stall.

Vehicle is limited to four (4) hours parking in the charging station stall. When your charge is complete, move your vehicle so other employees and visitors can use the station. Authorized SVCE personnel may disconnect your vehicle at any time.

Neatly replace the charging cord when finished. Cords left on the ground are safety hazards.

SVCE assumes no responsibility or liability for damage to vehicles using the electrical charging station(s).

Electric vehicle charging station station(s) may be closed for maintenance.

Do not count on the availability of SVCE charging station(s) as a primary justification in your decision to purchase plug-in electric vehicles.