



## Private and Confidential

April 2024

To all employees,

### Introduction of charges for electric vehicle charging at Colas Rail locations.

At Colas Rail, we are proud that our values of Care, Share and Dare are at the heart of everything we do.

In line with our commitment to our values our company car fleet has moved to more environmentally friendly fully electric and plug-in hybrid company vehicles, as well as installing charging points at multiple company sites.

As this roll out continues, we now need to implement a process to ensure that the electricity used is fairly charged for.

#### When will charging be introduced?

Charging will be introduced from 1<sup>st</sup> May 2024.

#### What will I be charged?

Following a review of the costs involved, we will be charging a standard rate 27p per kWh across all of our charging points to begin with. Please be aware that this rate will be reviewed on a quarterly basis and amended in line with the current costs associated with its supply.

#### How will I pay for the electricity I have used?

All of the Colas Rail charge points are operated via the POD Point App. You will need to download it either on your company or personal mobile phone. This will allow you to link your vehicle to the charging point you wish to use and pay via the application.

In order to assist you there is a PDF user guide available (POD Point user guide) to download from the Colas Rail Road Fleet share point site that will show you how to download and use the application.

#### Can I claim for Business Miles?

Yes, if after paying to charge at one of our sites you drive business miles, you are entitled to claim back this expense as detailed in the expenses policy as now. The rate per mile you can claim is published via HMRC rates applicable at the time. Currently this rate for electric company vehicles is 9p per mile. If you are in receipt of car allowance, you can claim at 25p per mile. And if you are using your own vehicle, with no car allowance you can claim 45p per mile (first 10,000 miles, then 25p per mile).

If you have any questions or queries over the electric pod point chargers please speak to the Fleet Team at [road.fleet@colasrail.com](mailto:road.fleet@colasrail.com) who will be happy to assist.



Yours sincerely

A handwritten signature in blue ink, appearing to read "Smita Patel".

Smita Patel  
Human Resources Director  
Colas Rail Limited