



Workplace EV Charging Policy

About

Cemex site charge points are open to all Cemex employees to facilitate charging electric vehicles.

Access to charge is via the Pod Point app which all employees can download free of charge. Employees wishing to charge will pay the cost of the charge directly via their Pod Point app.

Cost per kWh will be set at Cemex UK's consolidated average electricity price. This will ensure consistent pricing at all sites offering charging facilities. Cost per kWh will be reviewed on a six-monthly basis.

It is not permitted for employees to claim reimbursement for charging costs from Cemex.

Business miles should be claimed in line with the UK Travel Expenses Policy via Concur.

Cemex charge points will not be open to public use and therefore will not be visible on the app to anyone outside of the group defined as Cemex authorised users.

Allocation will be on a first come, first served basis, no reserving will be allowed. Please note local site guides may be implemented to enhance the policy and assist management of the bays.

Cemex standard policy regarding reverse parking on site remains in place, there is no exception for EV charging areas.

How To Access

Download the app, login or create a new Pod Point account.



Links ; [Pod Point on the App Store \(apple.com\)](https://apple.com/pod-point) / [Pod Point – Apps on Google Play](https://play.google.com/store/apps/details?id=com.podpoint)

- If you create an account using your Cemex email address you will automatically be included as a Cemex authorised user.
- If you already have an existing account set with a personal email, please contact the Cemex administrator to request your account to be included.

Contact details for Cemex administrator; GB Fleet gb.fleet@cemex.com

This application will also allow access to the Pod Point public network of charge points.

Public Charging Sources

[Find Your Nearest EV Charging Point | Pod Point Network \(pod-point.com\)](https://pod-point.com)

[Map of electric charging points for electric cars UK: Zapmap \(zap-map.com\)](https://zap-map.com)



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EV Charging Etiquette

It is important to be considerate when charging so that you don't inadvertently prevent other drivers from charging when they need to.

- Plug-in vehicles only. Unless your car/van can make use of a charging point then this bay is not for you. Even if it is a preferable space, you should only park in the bay by the EV charge point if you are going to charge.
- When you are at a charge point it is considerate to move once you have completed charging to allow another driver use of the charge point.
- Always be respectful and patient with other drivers especially whilst waiting to transfer into a charge point bay.
- Under no circumstances should you attempt to unplug another employee's electric vehicle whilst charging. Unplugging is usually impossible in practice, there are locking mechanisms.
- Please ensure to treat the charge point unit with care when connecting.
- If you notice any damage or have connection issues with the charge point unit, please report immediately to the local facilities team or site management.

Tip: You often don't need to charge to 100% before moving. It is likely you can continue your journey with less, so consider moving once you have got to what you consider an appropriate threshold.

Help & Support Guides

[Electric Vehicle Help & Advice for Drivers \(alphabet.com\)](https://alphabet.com)

[Guides Overview | Pod Point \(pod-point.com\)](https://pod-point.com)

[Guides to EV charging for new & established EV drivers - Zapmap \(zap-map.com\)](https://zap-map.com)

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Charging with the Pod Point App

Dual Authenticating Twin Charger



This section of the user guide covers the Pod Point Twin Charger when charge is confirmed using the Pod Point App.

1. Download the Pod Point App



For iOS devices, download on the [App Store](#).



For Android devices, download on the [Google Playstore](#).

You can either create a Pod Point account in our app to use our network or alternatively, use guest access.

If payment is required to charge you will need to top-up the full amount onto your digital wallet or provide your card details.

If the chargers are configured as private, you'll need an account with the email address you signed up with to authenticate charging.

2. Understanding the charging-doors

The Twin Charger features two charging sockets protected by hinged doors.

These are named "Socket A & B" in the Pod Point App.

Both sockets are compatible with standard mode 3 charging cables and can be used to charge two vehicles simultaneously.



3. Twin Charger lighting guide

The colour and flashing of the status lights on either side of the Twin unit show the current status of the corresponding door as follows:



Blue Light/Flashing Pink
Communicating



Green/Blue Flashing
Charging



Solid Green
Charging (Confirmed)



Flashing Orange
Card not accepted



Flashing Red
Error

4. Connect your vehicle to start charging

Using your charging cable, connect your vehicle to the Twin Charger.

Charging will start immediately, the cable will be locked and a solid green light will be shown via the status light.

Note: If you do not confirm your charge using the Pod Point App within 15 minutes, charging will stop.

Note: Only certified mode 3 cables are to be used on the Twin Charger. In-cable adapters or converters are not permitted for use.



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5. Find your charger in-app

Use the name of your charger to locate it within the Pod Point App.

You can also search by the address or postcode of the chargepoint.

You can also find all of our chargers on the Pod Point Network online [here](#).



6. Confirming your charge

To use most of our Twin Chargers you will need to **confirm charge** within 15 minutes of your charging session starting via the Pod Point App. If your session is not confirmed then charging will stop.

To confirm your charge simply tap the "Confirm Charge" button in-app underneath the door you are charging from (see screen 1) you will then see screen 2 in-app to confirm you have started charging.



7. Ending your charge



Once your vehicle is fully charged the Twin Charger status light will be flashing green and the charge from the Twin charger will stop automatically.

Alternatively if you would like to stop charging before your battery is full, simply unlock and remove the cable from your vehicle.

