

HOW TO PREPARE FOR WORKPLACE CHARGING AT YOUR WORKPLACE

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Thank you for your interest in joining ROC EV in accelerating electric vehicle (EV) adoption in our city! Your efforts through workplace charging will be critical in driving EV adoption, as EV charging at the workplace has proven to increase an employee's likelihood of driving electric by 6X (U.S. Department of Energy). Below you will find an easy step-by-step guide to the actions you can take before your equipment is installed. These steps will ensure your employees are educated, excited, and all the necessary elements will be in place for a smooth equipment launch and a future of highly utilized charging stations.



SURVEY

Conduct a workplace assesment survey to determine charging station needs both in the present and future.

How?

1. Download ROC EV workplace charging employee information survey. [Click here for link](#) to sample survey from U.S. Department of Energy (DOE).
2. Distribute to employees through online medium such as intranet, email or newsletter.
3. Compile results and send to ROC EV for further recommendations on your workplace charging strategy.

When? Within 2 weeks of signing pledge.

SITE PLAN

Work with a contractor and property manager to assess the most cost effective and convenient location for EV charging stations.



How?

1. **Contact property manager and a contractor to discuss equipment installation (ROC EV can recommend contractors).**
2. **Work with contractor and property manager to assess the most cost effective and convenient place for the electric vehicle supply equipment (EVSE). Use the [DOE guide, page 11](#) to assist.**
 - a. **Factors to consider:**
 - I. **Employees will be more likely to charge their vehicle if the EVSE is located close to the building.**
 - II. **EVSE is more cost effective to install if there is limited-to-no trenching needed—such as with a wall-mounted unit or island close to the building.**

When? Within 1 month of signing pledge.



POLICY

Work with an internal team to set a policy for workplace charging. Reference sample policies from ROC EV to assist.

How?

1. **Using sample policies feedback from employee surveys, create a customized workplace charging policy to guide the use of your company's stations. Policy can cover topics such as (see [DOE Guide](#), page 14, for more examples):**
 - a. **Frequency and timing for access to stations**
 - b. **If the stations will be available to the public, and for what hours**
 - c. **Registration and liability**
 - d. **Hours of use for employees**
 - e. **Plan for payment or to offer free of charge**
 - f. **EV charging etiquette**
 - g. **Security of equipment**
 - h. **Operation and maintenance procedures.**

When? Within 2 months of signing pledge.

ANNOUNCE

Make a formal announcement to all employees about plans for EV charging and release company policy.



How?

1. Work with your company's public relations, marketing, and/or human resources teams to make a formal announcement to all employees about the plans for EV charging. You can even create an employee event!
2. Use [DOE Workplace Charging Outreach guide](#) for talking points, online tools, outreach networks, and top 15 recommendations for spreading the word about workplace charging in your workplace.
3. Utilize ROC EV's [Workplace Charging Challenge – Partner Media Posts](#) template to announce your plans across your social media accounts and/or newsletter!
4. Get in touch with ROC EV – we love helping spread the word!

When? Within 2 ½ months of signing pledge.



DRIVE

Host a Ride and Drive with ROC EV ahead of EVSE installation to educate employees about EVs.

How?

1. Reach out to ROC EV for assistance with scheduling a Ride and Drive event. This is a special opportunity for your employees to learn about the EVs available on the market, costs, incentives, and the benefits of driving electric.

When? Within 2 ½ months of signing pledge.



LAUNCH

Install charging stations and host ribbon cutting event for all employees.

How?

1. **Work with your company's marketing and PR teams to organize a ribbon cutting launch event that is open to all employees and, for broader community impact, also open to the public.**
2. **Contact ROC EV for assistance gaining community recognition through media outreach. We can take a lead role in planning the launch event, or offer simple support and EV-specific expertise to educate staff.**

When? Within **3 months** of signing pledge



CONTACT

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