



DIOCESE OF SOUTHWELL
& NOTTINGHAM
MULTI ACADEMY TRUST

Our Electric Dreams Car Scheme

To enhance your flexible benefits package to retain and reward talent

Driver Handbook



Terms and Conditions

By signing this document, I acknowledge that I have read, understood and agree to be bound by the Driver Agreement, as well as the entirety of this Driver Handbook:

1. Participation in the Scheme may change my tax code and may impact other tax or salary sacrifice benefits (e.g. cycle to work schemes, childcare vouchers, or additional employer pension contributions) which have not been taken into consideration for the purpose of my Driver Agreement quote.
2. My employment contract is varied, for the duration of the term specified in the Driver Agreement, and we agree that this constitutes a statement of a change to my employment contract for that term in accordance with section 4 of the Employment Rights Act 1996.
3. I agree that my salary sacrifice will continue in the event of the car being written off until such time as the insurance has been settled and that if the car is damaged (but is not deemed a write-off by the insurer) then my salary sacrifice shall continue in respect of the car during the period of reinstatement and repair.
4. I will be solely responsible for ensuring the safe-keeping, supervision and custody of the car until the car is returned to, or repossessed by, Octopus Electric Vehicles Ltd, the car funder, and I will keep the car in my possession and control except where the car is being serviced, maintained, repaired or MOT tested.
5. I will be responsible for certain costs and charges, as detailed in this Driver Handbook, which will not be covered by the monthly salary sacrifice. These costs and charges may be deducted from my salary through payroll, or at point of the vehicle repair and it's collection.
6. I will not sell nor offer for sale, assign, mortgage, charge, pledge, sub-hire, underwrite, lend or otherwise deal with the car or part of the car or with any interest in the car or in this agreement and I will not allow any lien, encumbrance or other Security Interest whatsoever over the car to subsist whether in respect of repairs or otherwise and I will keep the car free from distress, execution, diligence or other legal process.
7. I will not use the car for hire, racing, pace making or competing in any motor sport and only use the car for the purposes expressly authorised in the insurance policy applicable to the car, nor to do or suffer to be done anything which may make void or voidable any such policy.
8. If there is any change in applicable law or change in tax rates that increases the costs of hiring the car made available to me then I acknowledge that you shall be entitled to increase the monthly salary sacrifice by an equivalent sum.

Employer name: «CustomerName»

Driver signature: {signature:signer1:Sign+Here}

Driver name: {text:signer1:Your+Name}

Date: {date:signer1:Date+Here}

1. WELCOME TO THE SCHEME!

1. General Introduction

The Electric Dreams Car Scheme (the “Scheme”) is your Employer’s (“our” “we” “us”) pure electric vehicle salary sacrifice scheme – a valuable benefit enabling you to get a zero-emission car in return for sacrificing an amount from your salary. To offer you an all-in-one, easy to manage and affordable brand-new electric vehicle (“EV”) package we have partnered with Octopus Electric Vehicles (“OEV”), who are helping people transition to cleaner, fairer transport, an environmental goal that we believe in, which is why we’ve made this new Scheme available to you.

We will explain in detail throughout this Handbook how the Scheme works, and the full range of benefits included in your EV package. It is however important to explain here that cars taken via the Scheme are treated as company cars, and that eligibility to participate in the Scheme is at our discretion. It should also be noted that failure to comply with this handbook may result in either the removal of your car or ineligibility to continue to participate in this Scheme or both.

If you have any questions about the Scheme or about any quotation that you’ve received, please reach out to your designated OEV account manager as noted on your Driver Agreement. For anything else, you can reach them here:

OEV customer service: customerservice@octopusev.com or **0203 389 5959**

(Monday to Friday 9am to 5.30pm excluding bank holidays)

Driver Line: 0203 3222 601

For accident management & breakdown and recovery (24/7/365) and for repairs, servicing, tyres, glass & MOTs (Monday to Friday 9am to 5.30pm excluding bank holidays).

1. What is a salary sacrifice scheme?

Salary sacrifice is an arrangement under which you agree to give up (sacrifice) some of your gross salary (your salary before income tax and National Insurance Contributions (“NIC”) have been deducted) in exchange for a non-cash benefit, such as a company car, provided by your Employer.

Other examples of salary sacrifice schemes are ‘cycle to work’ and ‘childcare vouchers’.

2. How does the Electric Dreams Car Scheme work?

The Scheme is a specialist EV salary sacrifice scheme, so you sacrifice part of your gross salary and in exchange, we will supply you with a brand new, zero emission company car. The car will be leased to us for a fixed 2, 3 or 4 year period with a pre agreed mileage limit.

If you wish to take part in the Scheme you will be required to enter into a formal “salary sacrifice” agreement. The Driver Agreement along with this Driver Handbook will form your agreement with us.

4. Benefits of the Scheme

- A brand-new EV every 2, 3 or 4 years
- Hassle free driving (with items included in your EV package as detailed below)
- No deposit required

- No complicated personal credit checks

5. What is included?

The amount of salary that you sacrifice per car is generally fixed for the whole term and covers:

- ✓ The use of the car
- ✓ Road Fund Licence (car tax)
- ✓ Routine maintenance and servicing costs
- ✓ Replacement tyres due to wear and tear, as well as punctures and accidental damage (such as curbing), subject to terms and conditions
- ✓ Insurance (fixed for the period), subject to terms and conditions
- ✓ Accident management
- ✓ Breakdown assistance and recovery
- ✓ Early termination protection in certain circumstances, should you wish to return the car, subject to terms and conditions
- ✓ MOT where relevant

What isn't included?

The salary sacrifice will not cover (and are therefore liable for):

- ✗ Any mileage driven in excess of the pre agreed limit
- ✗ Unrepaired damage to the car at the time it is returned
- ✗ Parking fines, congestion charges and other fixed penalties
- ✗ Unreasonable wear and tear
- ✗ Driver abuse
- ✗ Insurance excesses
- ✗ Repairs not covered by the maintenance service included with the scheme
- ✗ Charging costs

There is information provided throughout this handbook giving you guidance on your responsibilities in relation to your car. Failing to meet your responsibilities could result in additional costs that will be deducted from your salary in addition to your regular sacrifice. These could be significant and will be solely your responsibility, so it is important that you understand and follow the Terms and Conditions of the Scheme to ensure that this Scheme is right for you.

6. How much can I save?

Your precise savings will depend upon your personal tax circumstances and the make and model of the car you choose.

Whilst you won't pay income tax or NIC on the salary you sacrifice, you will have to pay Benefit in Kind ("BiK") tax on the car as a company car, but because it is a zero-emission car the BiK tax you pay will be much less than the income tax and NIC savings on the sacrifice. This should give you a substantial saving compared to the cost of leasing a brand new EV yourself.

Refer to our website (www.octopusev.com) for information on zero emission cars and examples of the potential savings available to you by participating in the Scheme, which on average are between 30% to 40%, but could be as high as 60%.

7. How many cars am I allowed on the Scheme?

The Electric Dreams Car Scheme allows eligible employees to have up to two cars, as long as you can afford it. However, if you already have an allocated company car this will not count as part of your entitlement under the Scheme.

8. Is salary sacrifice right for me?

In order to benefit from the tax and NIC advantages of the Scheme, HMRC requires that the salary sacrifice must be a formal change to your employment terms rather than an informal arrangement that you can simply amend at your discretion. For this reason, we normally require employees to take part in the Scheme for at least 2 years.

Applying for a new car via a tax efficient salary sacrifice scheme is therefore a long-term financial commitment which should be considered thoroughly before proceeding. You are advised to read and take account of all the issues raised in this handbook, which has been designed to answer the questions that are most frequently asked about salary sacrifice and the Scheme.

You should use this document as a guide to satisfy yourself that a company car taken via salary sacrifice will meet your lifestyle needs throughout the duration of the contract and that you understand your obligations under the Scheme. If you have any questions or require any further information please speak to your designated OEV account manager or our HR/Payroll teams.

2.ELIGIBILITY

1. Employee eligibility

Eligibility to join our Electric Dreams Car Scheme is at our sole discretion.

To be eligible to participate you must:

- Be a permanent employee paid via PAYE.
- Be employed on a permanent contract and have completed your probation period.
- Be able to afford the salary sacrifice, meaning that your revised salary, after taking into account your salary sacrifice, exceeds the National Living/Minimum Wage and the Lower Earnings Limit for NIC purposes.
- Not be planning on retiring or resigning during the term of the agreement.

As your vehicle includes insurance as part of the Scheme, you will also have to meet the following eligibility criteria:

- All additional named drivers may use the vehicle for Social, Domestic & Pleasure and Commuting,
- A spouse or partner living at the same household may also use the vehicle for business use, subject to the insurer approving that business. This will be assessed pre-delivery of the vehicle when our insurance broker reaches out to confirm your details.
- All drivers must be between 18 and 75 years of age at the start of the contract (with a maximum age of 78 at the end of contract) - please note that availability of certain vehicles will depend on your age.
- All drivers must hold a full licence from the UK, EU, EEA or one of the following countries: Andorra, Australia, Barbados, British Virgin Islands, Canada, Falkland Islands, Faroe Islands, Hong Kong, Japan, Monaco, New Zealand, Republic of Korea, Singapore, South Africa, Switzerland, USA or Zimbabwe.
- All drivers must be permanent UK residents.
- All drivers must have no more than 2 category 'A' convictions (those that show on online licence checks beginning with the following codes: CU or LC or MW or PC or SP or TS) and no more than 1 FAULT claim per driver in the last 3 years.
- Claims or category 'A' convictions more than 3 years old by the car delivery date are acceptable. Convictions shown below in bold, which are over 5 years of age by the date of delivery, are also acceptable.
- Drivers with a non-motoring conviction that is not spent under the Rehabilitation of Offenders Act are not eligible.
- Drivers that are employed by the emergency services are not eligible unless explicitly agreed.
- Drivers who are celebrities or otherwise in the public eye including professional sportspersons, actors and musicians are not eligible. If you are concerned as to whether you meet this criteria, please contact OEV.

Please note: If you have any of the following then you DO NOT meet the eligibility criteria for the Scheme:

- Any conviction which has resulted in a ban in the last 5 years (including any of the minor conviction codes above).

- A conviction in the last 5 years with any of the following letters on your licence; AC – BA – CD – DD – DG – DR – IN – MS – TT – UT.

If you have any queries about the insurance cover you can contact our broker, Lloyd Latchford Group, directly at 01844 276 498 or salariesacrifice@lloydlatchford.co.uk.

You can join the scheme at any point during the year. Your salary sacrifice will start from the payroll run in the month after the car is delivered and will ordinarily continue for the duration of the agreed period for which you have the car. You are responsible for notifying our payroll and HR representatives of any changes to circumstances which might affect your eligibility pre-delivery and ongoing eligibility thereafter.

You should also note that sacrificing some of your gross salary may affect your entitlement to some state benefits as detailed in section 3 below. We do not accept any responsibility for the impact on your state provided benefits should you choose to join the Scheme.

All employees are eligible to join this Scheme providing they meet the eligibility criteria detailed within this document.

2. What if I change my mind or leave employment before my car is delivered?

If you change your mind or leave employment after your car has been ordered, you may incur a cancellation fee levied by the supplying dealership. This will be charged to us and we will deduct it from your net pay in the month following the cancellation per the Terms and Conditions of the Scheme. Please note that delivery timeframes vary considerably and are specific to each car make and model.

3. What if I want to leave the Scheme after the car is delivered?

The lease of your car to us is a contractual commitment for a set number of years (the “Term”) and commences the moment that you take delivery of the car. If you want to return your car and terminate your agreement early (“Early Termination”) you can do so, but this may incur a charge, which may be significant. You will also be liable for any charges as detailed in the End of Contract Damage Recharges section.

This amount will be charged to us, and we will recharge this to you through deduction(s) from your salary, potentially over multiple months, depending on the amount recharged. If you have left employment, you are still liable for these charges and we will agree an appropriate collection method with you.

You must have had your car 6 months in order to be eligible for the Early Termination waiver unless otherwise agreed by your employer with us, Octopus Electric Vehicles.

We recognise that circumstances change and therefore you may not be asked to pay a charge (at our absolute discretion) on Early Termination for the following reasons:

- Resignation
- Dismissal
- Redundancy, including voluntary redundancy
- Extended Parental Leave, except for any statutorily entitled pay
- Unpaid Long-Term Sickness Leave, lasting 4 weeks or more, except for any statutorily entitled pay
- Accidental death that was not the result of self-inflicted injury, alcohol, solvent or drug abuse; and

- Loss of driving licence on medical grounds, for 6 months or more.

Extended Parental Leave – You may retain the use of the car during the period of agreed parental leave; the salary sacrifice will continue whilst your salary is above the agreed sacrifice. If your pay moves to Statutory Pay or if your regular sacrifice would take your net pay below the National Minimum Wage or Lower Earnings Limit thresholds during this period you may be entitled to return the car without penalty as per the above Early Termination circumstances, or simply keep the car free of charge for a maximum of 12 months from start of your leave. If the Term expires during a period of parental leave, you should return the car.

Unpaid Long-Term Sickness Leave - You may retain the use of the car during the period of Long Term Sickness Leave; the salary sacrifice will continue whilst your salary is above the agreed sacrifice. If your pay moves to Statutory Pay or if your regular sacrifice would take your net pay below the National Minimum Wage or Lower Earnings Limit thresholds during this period you may be entitled to return the car without penalty as per the above Early Termination circumstances, or simply keep the car free of charge for a maximum of 3 months from start of your leave. If the Term expires during a period of Long-Term Sickness Leave, you should return the car.

For anything other circumstance, such as a career break:

- You can leave the Scheme, in which case Early Termination charges will apply; or
- You can continue to participate in the Scheme and sacrifice salary, but where this is not possible because you are unpaid or receive only Statutory payments or fall below the National Minimum Wage, you must make arrangements to reimburse us directly (e.g. cheque, direct debit, standing order) so that you may continue to use the car.

This reimbursement will be the same amount of salary that was previously sacrificed, but you will no longer benefit from the reductions in income tax and NIC.

4. What happens if changes in legislation mean that salary sacrifice schemes are no longer effective?

There has been no indication from HMRC that it is considering a change to current legislation which would affect salary sacrifice arrangements for zero emission cars. However, if that should happen at some point in the future, agreements made before legislation is changed are usually grandfathered, meaning existing salary sacrifice arrangements should not be affected by the new legislation.

As the government has also published the rates of tax to be applied to company cars up to 5 April 2025, this indicates that the income tax, NIC and VAT advantages available via salary sacrifice will continue for some years.

If a change in the law means that it is no longer advantageous to operate the Scheme, we might withdraw the Scheme. In this case no new cars will be delivered after the date of withdrawal, but existing agreements will be honoured.

5. Will I be given any formal advice regarding my suitability to join the Scheme?

We are unable to offer you financial advice with regards to participation in the Scheme. You should seek independent financial advice if you are unsure about the financial consequences of joining the Scheme.

3.EFFECTS ON SALARY AND BENEFITS

1. Changes to your salary

If you decide to join the Scheme you will sacrifice a proportion of your gross salary and in return we will provide you with a brand new zero emission company car and EV package as detailed in 1.4 above.

OEV will confirm the amount of the gross salary sacrifice and set out the indicative income tax and NIC savings that you could make based on your current salary - as seen in your Driver Agreement. As we also pay lower NIC following your salary sacrifice, if we decide to allocate these savings to you, we will reduce the amount you need to sacrifice which will increase your savings.

2. Why do I need to agree to a reduction in pay to participate in the Scheme?

To save income tax and NIC on the salary you sacrifice you must contractually agree to a reduction to your gross/pre-tax salary. A formal salary sacrifice arrangement ensures you are able to save income tax and NIC whilst meeting HMRC requirements. Your P60 will show this in a lower 'pay in this employment' figure than your headline pay. The difference will be the amount sacrificed over the period. The NIC and Tax paid amounts will also be lower to reflect this.

3. How will my tax position change?

You will no longer pay income tax or NIC on the gross salary that you sacrifice. The rate at which you pay income tax and make National Insurance Contributions can be found here:

<https://www.gov.uk/income-tax-rates>

<https://www.gov.uk/government/publications/rates-and-allowances-national-insurance-contributions/rates-and-allowances-national-insurance-contributions>

The company car that you can use is a taxable benefit-in-kind and you will be subject to income tax on the value of the benefit, generally referred to as Benefit in Kind ("BiK") tax, which you will need to pay.

The good news is that BiK tax rates for EVs remains low at 2% in the Tax year 2022-2023 and remain there until at least 2024-2025.

BiK tax for your company car will be collected via a change to your tax code or an increase to your taxable pay. You may speed up the process by amending your own tax code via HMRC's online portal at www.gov.uk/update-company-car-details.

4. What happens if the taxation on company cars increases?

The government has already announced the rates of tax to be applied to company cars up to 5 April 2025, but if changes were to be announced by the government, we reserve the right to change your salary sacrifice accordingly.

5. If I participate in the Scheme will it affect any other payments made to me by my Employer?

Please speak to our HR/Payroll team if you are concerned about potential impacts on any other benefits or salary-related earnings that you receive.

6. What if I need a reference for a mortgage or a loan?

Many lenders are familiar with the concept of salary sacrifice and run similar schemes for their own employees. When responding to any lender's request for a reference, we can confirm the amount of your Reference Salary.

7. Will participation in the Scheme affect maternity, paternity or adoption pay?

Your entitlement to Statutory Maternity Pay ("SMP"), Statutory Paternity Pay ("SPP"), or Statutory Adoption Pay ("SAP") may be affected as a result of your participation in the Scheme if your average gross weekly earnings fall below the weekly earnings threshold.

For further information regarding your entitlement to parental leave and parental pay please refer to <https://www.gov.uk/browse/working/time-off>.

You can also contact our HR/Payroll team to discuss the impact that salary sacrifice may have.

8. Will any other state benefits be affected by salary sacrifice?

Your future entitlement to contribution-based benefits, such as the 'new style' Employment and Support Allowance and Jobseeker's Allowance, may be reduced if your gross salary falls below the Lower Earnings Limit ("LEL"). This is why a condition of participation in the Scheme is that any salary sacrifice would not reduce your Revised Salary below this threshold.

9. What is the impact on Child Benefit if I participate in the Scheme?

A tax charge is applied to those whose annual income exceeds £50,000 and who receive Child Benefit, or whose partner receives Child Benefit.

For most employees there will be no impact on Child Benefit, but if you earn over £50,000 participation in the Scheme may reduce or even eradicate this tax charge because HMRC will consider your Revised Salary, not your Reference Salary in their calculations.

10. Will there be any change in the amount of tax credits I receive if I take part in the Scheme?

It is possible that your entitlement to tax credits will be affected by your participation in the Scheme.

HMRC should take your Revised Salary into account when calculating your tax credits but will also take into account the value of the BiK you have received on your company car.

Given the low rates of BiK tax announced for zero emission cars up to April 2025, if you choose to participate in the Scheme your income for calculating tax credits should reduce and consequently, your entitlement to tax credits may increase.

If you currently receive tax credits and your annual income changes by £2,500 or more by joining the Scheme, it is recommended that you immediately report the reduction of your income to HMRC as this may trigger a change to Universal Credit.

Further information can be found at <https://www.gov.uk/browse/benefits/tax-credits>.

11. Will there be an impact on my entitlement to Universal Credit if I take part in the Scheme?

Your Universal Credit is affected by your salary after deductions such as income tax, NIC and pension contributions. If you are entitled to Universal Credit and are eligible to participate in the Scheme your net salary should reduce and consequently, your entitlement to Universal Credit may increase. Further information may be found at <https://www.gov.uk/browse/benefits/universal-credit>.

12. Will my student loan repayments be affected?

Loan repayments to the Student Loan Company are calculated by reference to gross earnings subject to Class 1 NIC, once earnings reach the annual repayments income threshold.

As your gross salary subject to Class 1 NIC should reduce your repayments to the Student Loans Company should also reduce as a result of participating in the Scheme.

13. What about the impact on the State Pension?

Under certain circumstances your State Pension may be slightly affected by taking part in the Scheme.

Your entitlement to the new State Pension is based upon your payment of Class 1 NIC, which are paid as long as your gross pay exceeds the annual Primary Earnings Threshold, which is currently £9,500. Provided your gross pay is above this level, participating in the Scheme should have no effect on your entitlement to the State Pension.

4. CAR CHOICE

1. Cars available on the Scheme

The Electric Dreams Car Scheme only offers all Battery Electric Vehicles (“BEV”) that are available in the UK. There are many amazing BEVs to choose from, and the list is constantly growing with manufacturers releasing more models every year. Speak with one of OEV’s specialists to receive impartial advice so that you can select the perfect car for you with all the right gadgets and features to suit your needs.

As your vehicle on the Scheme comes with insurance, there are restrictions on car choice based on your age group. Your OEV account manager will be able to guide you through this.

2. Contract options

You can choose a 24, 36 or 48 month term and annual mileage between 5,000 and 30,000 miles. When thinking about the right mileage to choose, please include both personal and business driving.

You can change your term length or annual mileage from 6 months after your car has been delivered, and a maximum of once in any 12 week period. This will impact the cost of your rentals.

3. Excess Mileage

The scheme allows you to select your expected annual mileage and you must ensure as accurate an estimate as possible is provided because at the end of the lease period, when the car is returned, an excess mileage charge will apply (as indicated on your Driver Agreement) where the mileage undertaken is above the agreed annual mileage.

OEV will check in regularly to review your mileage during the term and if it seems likely you will exceed your contract limit, we’ll suggest an amendment to the contract. Pricing would be at the prevailing rates rather than the rates at which you contracted initially.

Any excess mileage charges will be taken from net pay so you will not receive tax savings. Being realistic on your quote means that the cost of the mileage is included in your monthly salary sacrifice and will receive tax saving benefits.

4. Personalised Number Plates

If you would like a personalised number plate on your car, you will need to advise OEV as soon as possible, ideally while your car is still on order. You will be responsible for all associated costs for having them fitted, and for any administration charges.

You will need to ensure that your personalised plates are removed in good time before the car is returned. Ideally contact us 6 weeks prior to collection to start the process, as if you forget to remove them or do not complete the transfer in time, you may lose ownership of the private plates.

Getting Quotes, Car Ordering, Collection & Renewal

Step 1 - Quoting:

Obtain quotes directly from OEV and select your amazing new car and associated term and mileage. Please note that OEV only accounts for the impact of your marginal rate of income tax, your National Insurance Contributions and benefit in kind when calculating the Net Cost to You in their Driver Agreement.

Step 2 - Quoting:

Sign a Driver Agreement and this Driver Handbook, which will include a number of terms and conditions that you should read through carefully to ensure that you are happy with them.

Step 3 - Quoting:

We will review your selection, confirm that you meet the eligibility criteria and that by taking a salary sacrifice car your salary will not fall below the National Minimum Wage or Lower Earnings Limit.

Step 4 - Ordering:

We will authorise your order with OEV.

Step 5 - Ordering:

OEV will place the order with their preferred dealership and confirm all of this for you when it's done. Once the order has been authorised by us you will have committed yourself to our Scheme and you may be liable for any cancellation charge from this point if you change your mind.

Step 6 - Ordering:

The dealership will contact you directly to confirm the specification of your car, including make, model, trim, colour and option extras. Your car will not be ordered without this step, so please let OEV know if you don't hear from the dealership - this should happen within 7-10 days of OEV placing the order.

Step 7 - Delivery:

OEV will keep you updated on the estimated delivery of the car. Car supply is subject to manufacturer order lead-times and OEV will give you an estimate of the likely lead-time when the dealership finalises your order. The dealership will deliver from stock where they can, but most EVs are delivered subject to factory order. They will keep you updated if there is a significant change to the estimated lead time on your car.

Step 8 - Delivery:

When your car comes into stock, you'll hear from OEV or the dealership to organise delivery or collection of your vehicle at a convenient time.

Step 9 - Collection:

Enjoy and look after your car! OEV are on hand both before and after delivery of your car should you have any questions or need any help. Please ensure your vehicle is insured before collection.

Step 10 - Renewal:

Once your car reaches the last 6 months of the contract term, OEV will contact you to talk about ordering a new car on the Scheme and to organise the return of your current car.

5. LIVING WITH YOUR ELECTRIC CAR

OEV are here to help you to look after your car for the period that you have it. In order for them to do this as effectively as possible, please let them know as soon as possible if there are any changes to your contact details.

1. Taking Delivery

Once your car is ready for delivery, the supplying dealership will contact you directly to arrange a suitable date and time slot and will confirm the delivery address.

You must ensure that you have comprehensive motor insurance cover, which includes business use, and share a copy of the insurance certificate with Octopus Electric Vehicles before accepting the vehicle.

When your car arrives, the delivery agent will run through a handover of the car and show you how to use the key functions. If you have any questions, please feel free to ask the delivery agent at the time, or OEV at your convenience.

You will also be asked, via a signature, to confirm that you are happy with the condition of the car as delivered. It's really important to take a look around the car both inside and out to ensure that the car you have is the spec that you ordered and that there are no visible defects. It is your responsibility to highlight any concerns at this time. If you have any such concerns please contact OEV and they will help to resolve any issues.

It's a good idea to read through the vehicle handbook (produced by the manufacturer) to familiarise yourself with your new car. Also save the OEV Driver Line and customer support numbers listed at the start of this Handbook, in case you need help during the contract term.

2. Driver Licence Checks

OEV will ask for your permission and assistance in completing a driving licence check for you and any additional drivers in advance of receiving your car and then on an annual basis to help us comply with our duty of care.

If there is any change to the licence status, we will review your or the additional driver's eligibility to be on the Scheme. For instance, in the event of a suspension or ban from driving, insurance cover would become invalid and it would be illegal for that driver to continue driving the car. It is your responsibility to notify us and OEV immediately of any such change so that we can review the situation and any next steps.

Please note that Early Termination charges will apply if you choose to terminate the agreement, alternatively you will need to continue paying your monthly salary sacrifice until you are able to drive again, assuming your insurance cover is still valid.

3. Road Fund Licence & MOT

OEV will always ensure that the Road Fund Licence is up to date, so you do not need to worry about this.

You will however be responsible for completing the car MOT at the correct time, if applicable. OEV will reach out to you 3 months before the MOT due date to remind you to book an appointment via the Driver Line.

Failure to do so will result in it becoming illegal to drive the car and the insurance becoming invalid. If this is not completed in time, OEV would also not be able to renew the Road Fund Licence (applicable to the fourth year of a 4 year term).

4. Insurance Cover

You will be added to our fleet insurance policy and be bound by the terms of that policy which can be found here: <http://octopusev.info/insurance-policy-NIG>. Eligibility criteria, policy excesses and a summary of what is covered can be found here: <https://www.octopusev.com/salary-sacrifice-eligibility>.

You will need to meet the eligibility criteria as detailed in the Driver Agreement and this Handbook.

All the information provided in the Driver Agreement for a car under this scheme must be complete and correct as far as you know. You are responsible for making sure that information relating to all named additional drivers requested to be covered by the policy is complete and correct. A spouse or partner living at the same household may also use the vehicle for business use, subject to the insurer approving that business. This will be assessed pre-delivery of the vehicle when our insurance broker reaches out to confirm your details.

If it is discovered that you (or someone acting for you) deliberately gave incomplete or false information in the insurance application, all cover under the policy will end and you will be responsible for any costs incurred as a result. It is also your responsibility to advise us of any changes to circumstances which might affect insurance should this occur during the insured period. You are not insured under this policy to drive any other car.

In the event of an insurance claim, you will be responsible for the excess. This cost will be passed on to you in the form of a service charge, collected by the repairer on completion of the repair, or may be deducted through payroll out of your net salary. Basic excesses as per below:

- Accidental Damage excess £250.
- Fire, Theft and Malicious damage excess £250.
- Replacement windscreen excess £75.00. No excess if the windscreen is repaired.
- An additional excess of £200 applies to drivers aged 21 to 24 for accidental damage.
- An additional excess of £300 applies to drivers aged 17 to 20 for accidental damage.

No Claims

Your no claim bonus will not accrue whilst benefiting from the insured salary sacrifice car. If you decide to leave the Scheme, our insurance brokers will be able to provide you with a letter confirming your accident history during your term. Many insurers will accept this when considering No Claims continuity, subject to the detail of the history.

Insurance Contact Details

If you have any queries about your insurance cover, need to notify or report any changes, or need to add an additional driver during the term of your agreement, you can contact our broker Lloyd Latchford Group directly at 01844 276 498 or salariesacrifice@lloydlatchford.co.uk.

5. Servicing & Maintenance

In order to book your car in for a service or maintenance work, call the Driver Line. Please make sure that you have your car registration ready, along with your car's current mileage and 3 preferred dates to make your booking.

Servicing should occur at intervals in line with the manufacturer's schedule as detailed in the car handbook, which would coincide with the service warning lights in the car. It is important to follow this process, as failing to do so could affect the condition of your car and could also result in disciplinary action from us.

OEV's service booking partner will then arrange your service, maintenance or repair request with one of their preferred partners, which will enable them to track the work and assist to move this along where necessary. Please ensure that this process is always followed and never book work to be completed directly with a garage, as you could be liable for these costs.

Depending on availability and notice given, they may be able to arrange for your car to be collected and delivered back. You will need to request this when you call to make your booking. You may also make a request for a courtesy car, but again, this is dependent upon availability and they would recommend at least 2 weeks' notice for a car to be available to you.

It will be your responsibility to ensure that all car fluid levels are checked and topped up regularly. The costs to top up these fluids are not included within the maintenance budget of the car.

6. Glass Repair & Replacement

Glass repair and replacement can be arranged via the Driver Line, where OEV's service partner will help get you booked in. It is all too easy to get a chip in your windscreen, which can easily turn into a crack. Therefore, please ensure that you report any chips as soon as possible for repair. For smaller repairs, it is likely that the team can arrange for a mobile repair unit to be sent to you for convenience.

7. Repairs Not Covered

Some repairs are not covered by the maintenance agreement, such as:

- Damaged alloys
- Fluid top ups
- Missing trim & items
- Locking your keys inside the car or losing them
- Running out of charge
- Abusing the car
- Accidental damages not covered by the insurance policy

If repairs are required due to any of these incidents, the cost of repair or replacement will be passed on to you for payment.

8. Tyres

It is important to ensure that your car tyres are always in good condition, for the safety of you and other road users. As explained in section 5.10, it is down to you to check tyres on a weekly basis. Tyres can be changed when they have a tread of 2mm or less (the legal limit is 1.6mm).

If your tyres need changing due to wear and tear, punctures or accidental damage (such as curbing), replacements are covered on the Scheme (up to 4 tyres every 20,000 miles). Please contact the Driver Line to book this in. OEV's tyre partner will then schedule your car in with the nearest supplier, or alternatively arrange for a mobile unit to come out to your car.

If you require a spare wheel to be fitted due to a puncture, please select the breakdown option on the Driver Line and OEV's roadside assistance partner will be able to organise this for you. Your car may be fitted with run flat tyres or may be without a spare wheel and a repair spray provided. For use of these items, please see further detail in the manufacturer's handbook.

9. Looking After Your Car

To keep maintenance issues to a minimum, you are responsible for carrying out regular safety checks on your car. Further details can be found in the manufacturer's handbook, but weekly checks should include:

- Tyre inflation levels, visible damage & tread depth (2mm)
- All lights are in full working order
- Fluid levels, including washer bottle
- Number plate cleanliness

10. Accidents & Damages

In the event of an accident, it is essential to stop the car straight away and get all passengers to a safe place. You should then notify the emergency services of any injuries that require emergency medical attention and ask for police assistance where necessary - describe the situation as fully as possible when required. Please make sure the car is secured (where possible) and that the hazard lights are on. As soon as you are able, please call the Driver Line to report your accident and arrange assistance as detailed below.

You will need to ensure any damage to your car is reported as soon as possible (ideally within 24 hours), as unreported damage could result in a charge to you at the end of the contract Term. To report an accident or any accident damage, please contact the Driver Line. OEV's accident management partner will take all the details of the incident and damage over the phone, actively manage the organisation of the repair and insurance claim along with arranging a replacement car, if required.

If you are involved in an incident, where possible, please follow these instructions:

- You must under no circumstances admit liability or blame at the scene
- Record the car registrations, along with the make and model details of all vehicles involved
- Record the names and addresses and insurer's names and addresses of the parties involved
- Record the names and addresses of any witnesses to the incident
- If you are asked to provide your information, please only provide, your name, address, car registration, insurer name and address and policy number
- Ensure that you call the police to the scene if you or any other party has been injured, the damaged cars are causing a road hazard or if traffic signs or road markings have been damaged

11. Breakdown Cover

In case of a breakdown, your safety and that of your passengers' is the most important thing. Get everyone to a safe space; if possible move the car out of the way of traffic to avoid causing any obstructions, but avoid taking any risks to do this, put the hazard lights on and make sure the car is secure.

Your car includes breakdown cover, so the next step will be to contact the Driver Line to arrange recovery with OEV's breakdown recovery partner. The service provided covers roadside assistance, so a repair will be made for you at the roadside if possible, if not you will be recovered to a location of your choice and the car will be taken to an approved repairer. If you require a replacement car beyond this point, the repairer may be able to provide a courtesy car.

In the event of your vehicle being held for repairs at one of our partner garages, we will use our best endeavours to work with them to provide you with a courtesy vehicle. The vehicle provided may be a petrol or diesel vehicle, as its purpose is to keep you mobile. Initially where possible, the garage will provide a courtesy car for up to 2 days while the fault is diagnosed. The garage may then provide another courtesy vehicle dependant on availability, while repairs take place. We will not be able to pause or defer lease payments while your lease vehicle is off the road, or cover fuel costs (where applicable).

Please note that this cover only applies to the UK. If you are travelling abroad with your car, please contact the OEV customer service team to arrange appropriate cover.

12. Fines

As OEV is the registered keeper of your car, all fines will be sent directly to OEV in the first instance.

Some categories of fines will be paid by OEV and then recharged to us (plus an administrative fee, where applicable) such as congestion charge fines, and this will then be deducted from your net salary. For all other categories, OEV will transfer liability to you directly to pay the fine (for example, speeding offences). OEV will provide you with notifications of fines that you incur.

You are within your rights to contest any fines that you receive, however, you must contact the authority directly to do so. You may contact the OEV customer service team to gain all the correct details that you require, but the relevant authority will advise as to its process for contesting fines. Please note that many authorities have a very tight deadline for contesting a fine, therefore we advise that you act as quickly as possible.

13. Congestion Charge

Paying to drive in the congestion charging zone in London can be costly. Happily, BEVs are exempt from the charge, but you still need to register your car and make an annual £10 payment.

In order to apply for exemption, you must provide Transport for London with the car's V5C (log book), which can be obtained by calling the OEV customer service team. You will need to pay the fee to drive in the congestion zone until you receive confirmation from TfL that your car has been granted exemption. If during this period you incur any fines or payments, these are reclaimable once the car is registered.

14. Travelling Abroad

When taking your car abroad you are required by law to have a completed VE103 with you at all times. There will be a small charge for this documentation, which you will be liable to pay if the trip is for personal pleasure. You will also be provided with documentation with instructions for you to follow for any car related services required in the country that you are visiting. Please contact the OEV Customer Service team to arrange this.

You should also check country specific rules and regulations to ensure you have any specific documentation that they may require.

15. Your Driving Conduct

It is prohibited under the Scheme, and also illegal, for anyone to smoke in your company car. If it is found at the end of the Term that smoke has affected the condition of the car you may be charged to resolve this. According to the 2006 Health Act it is also illegal to smoke in a car where there is a passenger under the age of 18.

It is also prohibited under the Scheme, and also illegal, to drive under the influence of alcohol or drugs. It is also illegal to use your phone whilst driving unless you have hands free access.

Engaging in any of the behaviour above could affect your employment and may result in disciplinary action or dismissal. Termination of the vehicle agreement under any of these would incur Early Termination fees, which could be significant, which we will recharge to you.

16. Car Collection

When your car reaches the end of the contract term or you are terminating the agreement early, please contact OEV and they will arrange for an agent to inspect and collect the car.

If your contract term has expired and you are due to receive a replacement car, OEV will try to match the delivery of the new car with the collection of the old car.

17. End of Contract Damage Recharges

You will not be charged for minor wear and tear to the car during the contract term, in line with the BVRLA Fair Wear and Tear Guidelines that can be found here:

<https://www.octopusev.com/fairwearandtearguide>

You can expect to incur charges if a car is returned at the end of the contract term with an unreasonable level of wear and tear or with items missing. The main causes of unreasonable wear and tear are:

- Lack of regular checks by you leading to faults and damage being undetected and unrepaired
- Not adhering to the car manufacturer's recommended maintenance and servicing schedule
- You not taking responsibility for the day-to-day care and maintenance of the car leading to general neglect
- Poor quality of body repairs (you should always use an OEV approved repairer)
- Missing stamps on service books/missing service books
- Missing spare key/navigation system disc

Where such costs do not exceed £500.00 (excluding VAT) no payment will be due. Where the costs do exceed this amount, we will be invoiced for these in full (not just the excess). These end of contract damages will then be recharged to you and deducted from your net salary. In order to minimise these costs, please make sure you undertake any necessary repairs before returning the vehicle.