

[COMPANY NAME] Green Fleet Policy

The objective of this Green Fleet Policy is to ensure that all vehicles driven for business support [Company name]'s environmental and sustainability targets.

Vehicles with internal combustion engines emit greenhouse gases, such as carbon dioxide (CO₂), responsible for climate emergency. Exhaust emissions also include pollutants such as oxides of nitrogen (NO_x) and particulate matter that have a damaging impact on air quality and human health.

[Company name] is committed to supporting national and global efforts to combat climate change. We are also determined to be a good neighbour to the communities where our vehicles operate.

This is why we have decided that all new vehicles added to our fleet must be zero emission capable, whether hybrid, plug-in hybrid, or, ideally, battery electric.

The greenest mile, however, remains the mile that is not driven, which is why we are also introducing a decision-making hierarchy for any employee to follow prior to making a business journey.

1. Is the journey necessary?

- a) Do you need to have an 'in person' meeting? Could a web conference satisfy your business needs?
- b) Could you use a more sustainable mode of travel to reach the meeting, such as walking, cycling, or public transport?
- c) Can you share the journey with a colleague to minimize vehicle use and cost?
- d) [Company name] fleet department has a zero-emission pool car available for local business journeys.

2. Vehicle choice

- a) An employee eligible for a company car must choose a model appropriate to their grade from the fleet choice list, available here.

[Company name] aims to lease or buy zero emission vehicles wherever these are fit for purpose operationally and cost effective from a whole-life cost perspective. A plug-in hybrid electric vehicle (PHEV) or petrol hybrid vehicle may be considered if a fully electric vehicle is not operationally viable.

- b) The fleet choice list will be reviewed every six months to consider new model launches.
- c) To reflect the higher capital cost of electric vehicles, the company may keep vehicles for longer than the standard term to optimize total cost of ownership projections for EVs and align with vehicle depreciation trends.
- d) The standard term for company cars is (delete as appropriate) 4 years/80,000 miles; 5 years/100,000 miles; 6 years/120,000 miles.

e) Priority in PHEV and electric vehicle ordering will be given to drivers with a private garage or driveway where they can install an electric vehicle charge point.

f) Where an electric or PHEV vehicle is not "operationally viable" — for instance, long driving ranges or regions with limited charging infrastructure, a driver may only choose a new:

- Diesel car with CO2 emissions below 100g/km
- Petrol car with CO2 emissions below 100g/km

g) A driver can make an individual contribution to add accessories and connected service subscriptions to their new company car, up to a threshold of 10-20% of the car's total lease or purchase cost. This contribution must be paid in advance at the start of the contract and will not be reimbursed if the employee leaves [Company name] before the end of the vehicle contract.

h) Trading up to a higher rental band to allow employees to access the desired higher band in exchange for a personal financial contribution to cover the difference between the cost of the car in the allocated rental band and the car chosen.

i) All departments and line managers will be responsible for supporting this Green Fleet Policy when selecting new vehicles.

j) The UK will ban the sale of new petrol and diesel cars by 2030, leading to a phased transition to zero-emission vehicles across our fleet. As manufacturers shift production to align with this deadline, the availability of petrol and diesel models will decrease. Employees are therefore encouraged to consider ordering low-emission vehicles ahead of 2030, supporting our commitment to reduce vehicle emissions.

k) [Company name] will extend current lease contracts or fleet holding periods until petrol and diesel vehicles can be replaced with zero or ultra-low emission vehicles.

l) Due to the long order times for plug-in and electric vehicles, the company will seek to source a rental electric car for new starters for the probationary period of their employment, or a driver may be required to accept a reallocated vehicle, at the company's discretion.

For any questions, please contact the fleet department in the first instance.

Date of issue _____