

EMPLOYMENT POLICY

# Lithium Battery Charging

## 1. Purpose

This policy is intended to protect employees, visitors, and company property from the fire and safety risks associated with the unauthorised charging of lithium battery-powered devices in the workplace. It establishes clear guidelines on which devices may be charged on-site and outlines prohibited items.

## 2. Scope

This policy applies to all employees, contractors, visitors, and any other persons present at any Lothian premises.

## 3. Permitted Charging

Only the following devices may be charged on-site:

- Personal and company-issued mobile phones
- Company laptops, tablets or torches
- Other low-capacity USB-powered electronics must be approved by IT or Facilities

All permitted devices must be:

- In good working condition, with no visible damage to the battery or power cord
- Charged using manufacturer-approved chargers
- Plugged into designated charging stations or surge-protected outlets
- Not left unattended or plugged in once charging has been completed

## 4. Prohibited Charging

The charging of the following devices is strictly prohibited on all Lothian premises:

- Electric bicycles (e-bikes) or scooters (including removable/portable batteries)
- Vape pens, e-cigarettes, or similar devices
- Power tools not issued by the company
- Other high-capacity lithium battery devices e.g. drones etc
- Any device with a visibly damaged battery or power supply

## 5. Storage of High-Risk Devices

Employees may store electric bicycles or scooters in designated areas but may not bring them into the building unless in a designated area. Personal vapes and similar devices should be kept powered off and stored securely away from heat sources. Where designated areas are inside, suitable Lith Ex fire extinguishers must be installed.

## 6. Enforcement

Violation of this policy may result in:

- Confiscation of prohibited devices
- Formal warnings or disciplinary action
- Liability for damages resulting from policy violations

## 7. Exceptions

Exceptions to this policy may only be granted in writing by the Facilities Manager, Chief Engineer or H&S Manager and submission must include a documented risk assessment and mitigation plan.

## 8. Policy Review

This policy will be reviewed periodically or in response to significant incidents, safety guidance updates, or changes in regulatory requirements.

