

CORPORATE

GREEN SHARING

USER MANUAL



**DRIVE
YOUR
SUSTAINABLE
MOBILITY**



WeMove
Think responsibly, act sustainably

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1. Introduction

Corporate Car Sharing, or corporate Car Sharing, is the sharing of cars between employees of the same company.

The choice of Hitachi Rail is the company Car Sharing combined with the use of electric vehicles that boast the advantage of reducing polluting emissions. It is a choice, among others, that responds to the company's commitments in achieving the Sustainable Development Goals (SDG's) defined by the United Nations, with the 2015 agenda in terms of sustainable development, to be achieved by 2030.



In particular, in line with the initiative already adopted in the Italian sites of the **Green Zone**, Hitachi Rail provides employees with a fleet of cars - which will be increased over time - initially made up, as a pilot project, of some fully electric cars for commuting and business trips between the Hitachi Rail offices in Naples, Pistoia and Genoa and the main railway stations, airports and the center of the relative cities.

Electric cars are available, as an alternative to taxis and private cars, even for short business trips (same-day services, visits to suppliers / construction sites), with return, within the day, to the dedicated parking area on the site they belong.

The service is offered to all Hitachi Rail employees in collaboration with NHP Srl, which will manage the service in full compliance with the processing of the employee's personal data.

2. Hitachi Rail Corporate Car Sharing

To take advantage of the Corporate Car Sharing service, simply download the appropriate "Green Sharing" app (for iOS, Android systems) on your company or private mobile phone for free or register on the website <https://hitachirail.urbansharing.it>.



Through the App, a few clicks will be enough to book a Hitachi Rail electric vehicle, which can be picked up and returned free of charge in the special green areas present in the Hitachi Rail headquarters, or inside the car parks near the stations of Naples, Afragola, Florence and Genoa, the airport, and in the city center, suitably marked on the application map and marked with a special Green Zone logo.

During the rental session the vehicle user will have maximum freedom of movement. It is possible to cross the ZTL areas of the city, park for free on the blue lines, in the affiliated car parks, or alternatively in the special charging columns, if there is a need to recharge the vehicle.

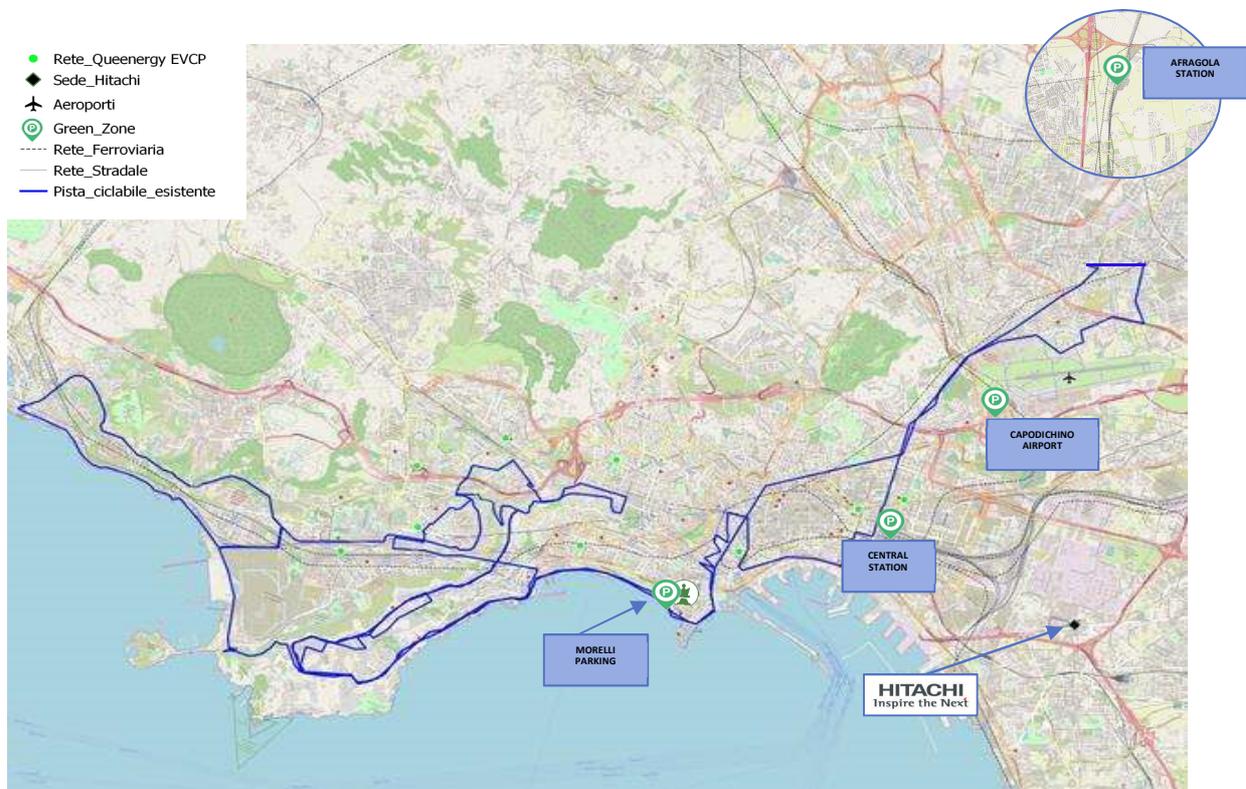
To encourage forms of sustainable mobility, the **Green Area** present in our offices and recognizable by a special sign, they are intended for all employees and external visitors equipped with ecological vehicles (bicycles, mopeds and cars) who will be able to park in the aforementioned areas while seats last.

The use of the electric columns is instead reserved only for company vehicles of the Corporate Car Sharing service, whose recharging is delegated to the users of the service.

To ensure the maximum availability of the fleet, the collaboration of all service users and in particular of those who, at the end of the rental, should find a low autonomy of the vehicle, duly reported also through the application, is of fundamental importance.

Below are the specific site by site:

Naples



In the city there will be the possibility at the Morelli car park to both park and recharge the vehicle for free using the special column located on the second floor of the car park.

The affiliated car parks are distributed throughout the territory of the city of Naples, and are easily identifiable through the map (geolocation) of the application.

At the end of the rental session it will be necessary to return the car to the Hitachi Rail headquarters in the case of short trips within the day, or to finish the rental at one of the following car parks at the station / airport, in particular:

- 1- At the airport it will be possible to leave the car in the **P1** car park. Access is possible via the *Telepass* device available inside the vehicle.
- 2- In Central Station (Piazza Garibaldi) it is possible to leave the car at the “Metropark” garage inside the Central Station with access from Corso Arnaldo Lucci int. Scalo FS Access is possible via the *Telepass* device available inside the vehicle.

- 3- In the Naples-Afragola high-speed station; entry will take place via the *Telepass* device available inside the vehicle.
- 4- Morelli car park, in via Domenico Morelli. Access is automated by reading license plates and the reserved spaces for the Hitachi cars are on the 2° floor, in front of the charging stations. . There is also the possibility of using the charging column (with a special card in the vehicle) located on the second floor of the parking lot. Follow the signage to reach the parking spaces.

Public parking areas (delimited by blu lines) & Limited Traffic Zone: in **Naples** electric cars can park for free on the blue lines areas and access the Limited Traffic Zones; in fact, the parking and Limited Traffic Zones permit allows you to park in all the city stalls, EXCLUDING the rotating parking areas and access all the LTZ areas.

N.B. To access the concessions for electric and hybrid cars, the use of the **Tap & Park APP** is mandatory every time you use the parking bays. Activation and use of the application are free of charge, just download the APP from the store on your smartphone and activate it every time you park in the blue lines.

For access, use the following credentials:

Username: anm_131572

Password: energia/2022

Genoa

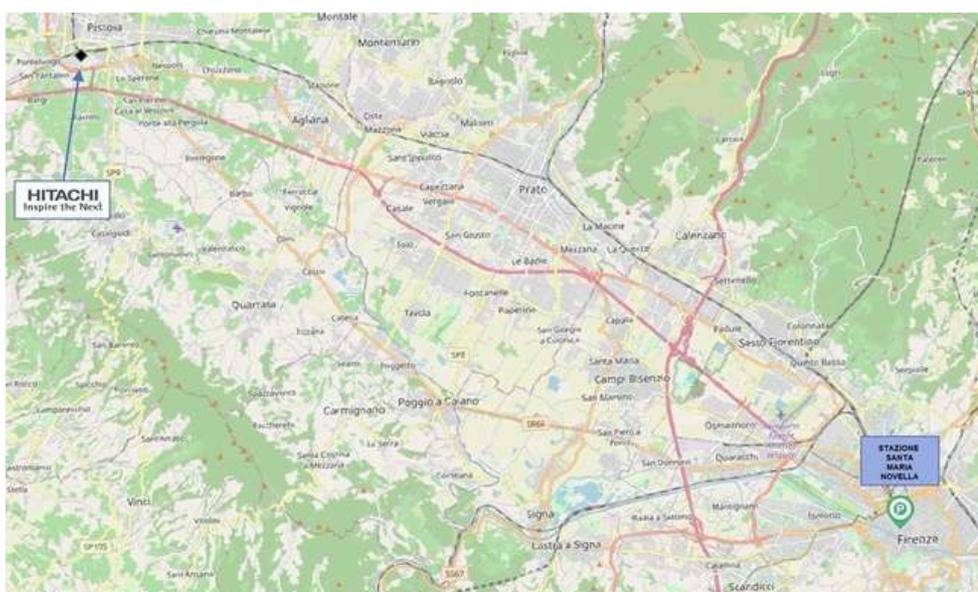


In Genoa, at the end of the rental session it will be necessary to return the car to the Hitachi Rail headquarters in the case of short trips within the day, or to finish the rental at one of the following car parks at the station / airport, in particular:

1. "ParkInStation" Car Park at the Piazza Principe Rail Station. The access is from Via S. Benedetto n. 10. Access is possible via the *Telepass* device available inside the vehicle.
2. "Aeroporto Cristoforo Colombo" Car Park P1 at the Genoa airport. The access is from Via Pionieri e Aviatori D'Italia n. 16/54. Access is possible via the *Telepass* device available inside the vehicle.

Public parking areas with blue lines & Limited Traffic Zone: in **Genoa** electric cars can park for free on the blue lines and can access all the Limited Traffic Zones of the city. These permissions are enabled by displaying the permit document on the dashboard.

Pistoia



At the end of the rental session it will be necessary to return the car to the Hitachi Rail headquarters in the case of short trips within the day, or to finish the rental at one of the following car parks, in particular:

- 1- At the Santa Maria Novella station in Florence at the parking lot “Firenze Parcheggi” with access from Piazza della Stazione n. 13 (the car park is underneath the railstation). Access is possible via the *Telepass* device available inside the vehicle.

Public parking areas with blue lines and Traffic Limited Zones: in **Pistoia** electric cars can park for free on the blue lines and can access all the Limited Traffic Zones of the city. To park for free it is necessary to display the registration certificate on the dashboard as proof of an electric vehicle. To access the LTZ there is no permit to show, as the plate numbers are already registered in Pistoia’s municipality whitelist.

In **Florence**, electric cars pay for parking with a 50% discount on the blue lines and can access for free all the Limited Traffic Zones of the city by displaying on the car’s dashboard the specific permission.

N.B. The payment of the surface parking must be made through the Tap & Park app, the app automatically applies the discounted rate for the payment of the hourly parking and no parking ticket must be displayed, as control by the agent ascertainer takes place electronically. The user will not have to use a personal payment card, as on the APP there is already an available credit.

For access, use the following credentials:

Username: anm_131572

Password: energia/2022

NOTE: The punctual data such as the identification of the car parks, entered in this manual, refer to the situation at the start of the service and are susceptible to future developments. Therefore, always refer to the information in the APP “Green Sharing”.

3. Registration

Registration for users who use the service is mandatory.

From the profile menu, select the Register button

To proceed with the activity it is necessary to fill in the form and accept the terms of use of the service, using your company e-mail.

At the end of the procedure, the user will receive an e-mail to confirm and verify the e-mail address.

Once the account is activated, the user can log in.

It is recommended to make the first registration at least 2-3 days in advance of the date on which you intend to use the service to ensure the technical times to verify the driving license.

Please note that the data provided at the time of registration will be used exclusively by "NHP" for the sole purpose of using the cars in Car Sharing.

4. Booking

The user can reserve a vehicle by following the steps below.

There are two ways of booking.

- The first provides for the possibility to freely select Departure and Destination and the dates of return of the vehicle.
- The second provides the possibility to choose a route and a departure time. In this second mode, the user is required to return the car to one of the designated parking areas, i.e. at the Hitachi Rail plant), the railway station or the relevant airport.

The maximum arrival time will be calculated automatically.

- From the reservation list screen, press the button+
- Select Rental Origin and Destination
- Select the vehicle model
- Select the date and time of departure
- Select the date and time for the return of the vehicle
- Enter the travel code and the WBS or Cost Center to which the service is charged (in the event that the car is taken for a "service" exit, enter the words "service" in the "travel code" field and in the WBS field the cost center you belong to)
- The system will check the availability of vehicles and ask for confirmation of the request.
- By pressing the Confirm key, the reservation is registered.

5. Race management

The steps to access the vehicle and start the rental session are as follows:

Select the reservation to start

From the list of reservations, select the relevant reservation.

Press Check-in to accept the vehicle status or to enter a new report

Check the box to view the sanitation procedures to be carried out inside the vehicle (in case of non-subscription it will not be possible to use the service).

Click on Start Run. The vehicle opens and is ready for use.

Stops during the rental.

To make a stop during the rental, just press the Pause button to close the car doors and then resume to reopen them.

During the rental period the car can be parked for free inside any roadside parking area (blue lines). However, it should be noted that what has been said is valid only for temporary stops, which therefore provide for the resumption of the journey with the vehicle parked.

Race deadline.

At the end of the race, once the engine has been switched off and the doors closed, press the End Race button. The car closes and the rental session ends.

The ride can only be finished at the dedicated parking areas located within the Hitachi headquarters, the airport and the relevant railway station. The aforementioned parking areas will be identified with the Green Zone logo shown above.

Where the stop should end inside the Hitachi Rail factory, it is recommended to start charging the vehicle at the dedicated charging stations.

N.B. BEFORE FINISHING THE RIDE, IT IS NECESSARY TO ENTER THE FLOOR AND THE NUMBER OF SPACE/STACK IN WHICH THE VEHICLE WAS PARKED, IN THE SPECIAL NOTES FIELD OF THE APP, IN ORDER TO FACILITATE THE COLLECTION OF THE VEHICLE FOR THE NEXT USER.

Procedure for charging the vehicle

If during the rental session the vehicle reports a low range, the user will receive a message in which it is advisable to close the rental session and put the car in charge, following the following procedure:

- Place the shift lever in the P parking position
- Press the button to the right of the steering wheel and place it in the OFF position
Take the charging card under the left sun visor of the car (it is the user's responsibility to leave the card in the vehicle after use).
- Take the power cable located in the rear hood of the car
- Insert the power cable into the filler (located where the fuel filler cap is commonly located)
- Place the card on the optical reader of the charging column
- Wait for the message that authorizes you to insert the power cable into the socket on the column
- Plug the power cord into the socket on the column
- Place the card under the left sun visor of the car
- Collect your belongings and close all the door windows
- Close the doors to end the rental
- Click on the "End Rental" App

In the event that at the start of the rental the vehicle is being charged, it is necessary to start the procedure to deactivate the charging column by following the following instructions:

- Open the doors of the car through the App
- Take the card under the left sun visor of the car
- Place the card on the optical reader of the charging column
- Disconnect the power cord from the unlocked socket in the column
- Unplug the power cord from the car

- Close the car filler
- Store the power cord in the rear hood of the car
- Place the card under the left sun visor of the car
- Start the rental

Vehicle recharging operations will be carried out by the Security personnel for each company office.

Charging columns are present at all Hitachi Rail offices in Naples, Pistoia and Genoa.

6. Inclusion of the car sharing voucher in the ESS travel expense report

After using the car sharing service and returning from the trip, together with the other justifications that will be included in the expense report, the record relating to the car-sharing must also be entered with the same method as the other justifications currently in use (see screenshot right away).

The justifications for car sharing, for which no amount must be entered, are 5 and are self-speaking with respect to the route for which the service was used.

The receipts are set up for each single segment and can therefore be entered in a specific way; and several receipts with different sections can be inserted within the single expense report.

- Airport / headquarters car sharing
- Car sharing headquarters / airport
- Car sharing seat / station
- Car sharing station / headquarters
- Headquarters / city car sharing (with a range of action within 100 km from the headquarters)



7. Health safety (to be considered only according to the legislation in force at the time of use)

For the use of company cars, in the event of an emergency from COVID-19, it is necessary to comply with the current legal requirements regarding the containment of the COVID-19 coronavirus infection in the workplace, adopting some necessary measures listed below.

DISINFECTION

- The sanitation will be carried out every week through an external company. The company will certify the sanitization by issuing a certificate and affixing a sticker;
- It will also check the air conditioning filters, removing the filter, and sanitizing the vents that circulate the air itself.

SANITIZATION

- Sanitation must be carried out by each employee who will use the vehicles in shared use (Car Sharing) before each use of the vehicle
- Each car will be equipped with: a pack of disposable sanitizing wipes, surgical mask and hand sanitizers
- Procedure to be followed:
 1. Put on the surgical mask before starting the sanitation procedure;
 2. Clean and disinfect the door handles and all internal surfaces of the passenger compartment (dashboard, dashboard, steering wheel, gearbox, parking brake, controls, indicators, buttons, keyboards, touch screens, interior handles, compartments) with disposable sanitizing wipes. object holders, belts);
 3. Clean and disinfect with disposable sanitizing wipes all portable or removable objects and equipment in the cabin or in the passenger compartment (ignition key, remote controls, pens, locks, laptops, portable means of communication, work equipment, various accessories, etc. .). In this regard, it should be noted that the presence of objects and equipment in the passenger compartment or cabin must be minimized as much as possible.
 4. Fully open all the passenger compartment doors and ensure an abundant and prolonged change of air.
 5. Once the sanitation operation has been completed, the employee can dispose of the used wipes in the special bin located next to the charging column.

PPE

- During the phases of sanitation and use of the car it is necessary to wear the surgical masks provided by the rental company;
- The use of the mask is not necessary if you are traveling alone, but it is necessary if you are traveling together with other passengers.

DISTANCE

- A maximum of two people can travel inside the car, keeping a safe distance (the passenger must sit in the right rear seat) and, if possible, keeping the window open.

8. What to do in the event of a claim?

The authorized driver will be responsible for any damage caused to the vehicle by willful misconduct or fault of the driver, as well as any damage to the vehicle not communicated at the end of the Rental according to the procedures set out in the Regulations. Likewise, damages caused to third parties due to willful misconduct or negligence of the driver not covered by the insurance policy remain the responsibility of the driver. In such cases the relative damages will be charged in full. Without prejudice to the obligation to report the damage, it is understood that, without prejudice to the driver's right to demonstrate that the damage was caused by causes not attributable to him.

If the vehicle is involved in an accident it is always necessary to fill in the CID, in agreement with all the parties involved in the accident. The CID is present in the equipment inside the glovebox on the passenger

side, it must be completed in all its parts, describing the dynamics of the accident and reporting damage to people and property. The personal details of all the subjects involved in the accident must be indicated. The driver must be available to provide the judicial authorities, the insurance companies involved and their technical experts with all the information necessary to ascertain responsibility as well as the names of any witnesses. The CID must be signed by the driver, preferably if it is countersigned by all those involved in the accident. The driver must notify UrbanSharing of the accident within 24 hours of the event, using the contact details indicated in the contacts. For the delivery of the CID and all the material collected it is necessary to send an email to UrbanSharing at the address helpdesk@urbansharing.it. The penalties provided for by the general conditions of the contract will be applied if the user of the service fails to comply with the procedures indicated.

It should be noted that the abandonment of an unloaded car on the street or the use of a tow truck is also similar to an accident.

9. Assistance

For any problem, or if you need support, you can contact the NHP assistance service, operating from Monday to Friday, from h. 9.00 to h. 18.00, at the following number:

Tel. 081 18340008

In the other time slots and / or for assistance on opening and closing the vehicle doors, contact the concierge of your company headquarters directly at the following numbers:

NAPLES 0812432526

GENOA 0106552117

PISTOIA 05733701