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## GUIDELINES FOR VIDEO RECORDING AND PHOTOGRAPHY AT A LI-CYCLE SPOKE FACILITY

It is *extremely important* to always follow the required personal protective equipment (PPE) and health and safety regulations when onsite a Li-Cycle Spoke facility at all times.

Li-Cycle Spoke staff must ensure all employees and all guests complete site safety training and orientation and follow ALL REQUIRED PPE AND HEALTH AND SAFETY REGULATIONS when there is a guest onsite at a Li-Cycle Spoke facility and it is being video recorded or photographed.

Proper PPE must be worn everyday and for the entire duration of a tour/recording, aligned with the PPE requirements during regular operations. Any noncompliance should be escalated to supervisors.

The required PPE includes the following at all operational and under development Spoke & Hub locations:

- Full-length pants
- Long-sleeved shirts
- Closed-toe footwear
- Safety vest
- Safety glasses
- Hard hat or bump cap
- Gloves, if permitted by the tour guide, when handling any materials.

### Following the proper procedures

The following examples are **OFF LIMITS** to any guest onsite who wants to take video or photography at a Li-Cycle Spoke facility to protect proprietary processes and ensure health and safety regulations are upheld.

“**OFF LIMITS**” examples include:

- Inside shots of the shredder hopper and the liquid solution.
- Allowing visitors to go onto the first or second floor of the modular plant.
- Any information regarding the shredder should be protected. No close-up shots of equipment including shredders.
- Guests cannot record or photograph how we dry the copper/aluminum shred and plastics.
- No filming and photography of programmable logic controller (PLC) screen and any other screen or monitors.
- Shots or images that reveal any customer-related information (including brand names or logos on material being processed).



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The following examples are **PERMITTED** to any guest onsite who wants to take video or photograph at a Li-Cycle Spoke facility, as long as a Li-Cycle employee is present.

**PERMITTED** examples include:

- The front reception area, excluding computer work screens or projection material.
- Consumer batteries on and going up the conveyor belt.
- The perimeter of the Spoke structure/building.
- Guests are allowed to handle the materials such as plastics, copper/aluminum foil, and black mass, but must be wearing the proper gloves and wash their hands immediately after.
- Guests are allowed to record Li-Cycle employees working on the floor (i.e., walking, handling consumer batteries, handling battery materials – such as plastics, copper/aluminum foil, and black mass), driving forklift, and operating other machinery/technology in the area, if they ask permission first of management and consent is given by employees and all PPE are worn.
- The exterior of the end-to-end shredding process.
- The shredded materials – plastics, copper/aluminum foil, black mass – as they fall into bags.
- Safe storage of lithium-ion batteries and full EV packs.
- Full EV packs being safely loaded onto conveyor belt and going up conveyor belt.

The Spoke Plant Manager must be made aware that a guest is visiting your Spoke facility ahead of arrival and should communicate with Spoke operations team. As part of the briefing to operations staff, the Plant Manager is to remind all staff of the extreme importance of the above (i.e. protecting proprietary processes, what is off-limits, what is permitted, and following health and safety regulations).

The Li-Cycle Communications department will inform the VP, Spoke Operations and the Regional President, Americas, about the details and context of the visit and will ensure an agreed upon date/time is scheduled with the Spoke Manager regarding a visit.