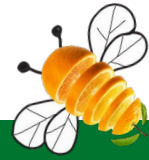


SPROUTS™
FARMERS MARKET



TEAM MEMBER HANDBOOK



WELCOME!

Sprouts Farmers Market began with a single store in Chandler, Arizona in 2002. In that short amount of time, we have grown to become one of the country's leading natural and organic retailers, with thousands of team members!

For team members just joining our company—and for those who have been with us over the years—we would like to say:

“Welcome to the team! We're so happy to have you and look forward to continued success together!”

At Sprouts, our motto is “Healthy Living for Less” and it's true—we aim to help our customers eat healthier, live better and spend less. Our company has a unique team spirit which has provided us with unparalleled rapid growth in our industry. This spirit of cooperation is directly correlated with our success. Sprouts is proud of the close working relationship with our team members and we promote a union-free Environment. We strive to preserve this relationship because our ability to work together remains the best way to improve our environment and resolve any issues that may arise.

WHY YOU ARE IMPORTANT TO OUR TEAM

We have our team members to thank when it comes to providing the friendly and courteous service our customers expect. We receive thousands of customer compliments each year and there is a common trend in all of them.

CUSTOMERS LOVE OUR FRIENDLY AND HELPFUL TEAM MEMBERS!

You contribute directly to our growth and success. We encourage you to take pride in being an important member of our team!

ABOUT THIS HANDBOOK

- This handbook is designed to acquaint you with Sprouts and provide guidelines related to practices and policies. Every Sprouts team member should be familiar with these.
- It does not contain every Sprouts policy, nor is it intended to be a comprehensive manual of everything a Sprouts team member should know. A complete list of policies are available on **The Vine**.
- To see all policies, please access the policy/procedure tab on our online portal, **The Vine**.
- This handbook applies to all team members employed by Sprouts.

QUESTIONS

If you have any questions regarding any of the guidelines in this manual, please contact your manager or local Human Resources Business Partner. Thank you in your efforts for making Sprouts a great place to work.

SHALL WE GET STARTED?

Here at Sprouts, we pride ourselves on growing jobs into careers! In order to be the preferred employer, we work to create an inclusive and fun environment for our team members.

We have a few simple rules that apply to every team member.

1. Apply the core values while using sound judgment.
2. Always refer to the first rule and, if in doubt, review the Company Code of Conduct.
3. The Code of Conduct and Ethics training is annual for all team members and the policy is located on **The Vine**.
4. Additionally, please be sure to review the Promoting Mutual Respect training.

We started with the policies most important to you, our team members.

LET'S TALK ABOUT SHOPPING!

Sprouts Work Perks

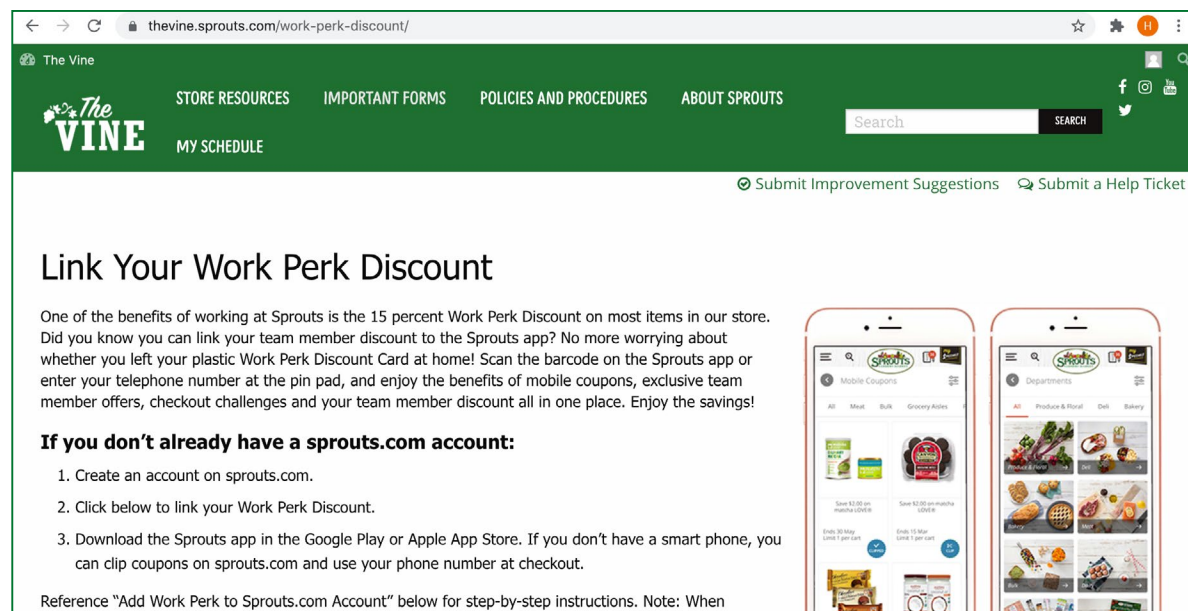
One of the most popular benefits is the discount for team members. As a Sprouts team member, you're eligible for a 15% discount on all purchases at Sprouts. Upon your employment, you will be issued two work perk cards – one for you and one for a member of your household. Present your work perk card when you check out to redeem your 15% discount on your purchase.

Starting in 2016, you and your household member can combine your 15% discount with offers from the Sprouts mobile app through Team Member Rewards.

Here's what you'll need to know to get started:

1. For great savings, create an account on sprouts.com
2. Register your work perk card number
3. Clip coupons and save even more by scanning your smartphone when you check out

For more details visit **TheVine**.



thevine.sprouts.com/work-perk-discount/

The Vine

STORE RESOURCES IMPORTANT FORMS POLICIES AND PROCEDURES ABOUT SPROUTS

MY SCHEDULE

Submit Improvement Suggestions Submit a Help Ticket

Link Your Work Perk Discount

One of the benefits of working at Sprouts is the 15 percent Work Perk Discount on most items in our store. Did you know you can link your team member discount to the Sprouts app? No more worrying about whether you left your plastic Work Perk Discount Card at home! Scan the barcode on the Sprouts app or enter your telephone number at the pin pad, and enjoy the benefits of mobile coupons, exclusive team member offers, checkout challenges and your team member discount all in one place. Enjoy the savings!

If you don't already have a sprouts.com account:

1. Create an account on sprouts.com.
2. Click below to link your Work Perk Discount.
3. Download the Sprouts app in the Google Play or Apple App Store. If you don't have a smart phone, you can clip coupons on sprouts.com and use your phone number at checkout.

Reference "Add Work Perk to Sprouts.com Account" below for step-by-step instructions. Note: When

SHOW ME THE MONEY!

Pay – We understand that a paycheck is important to everyone. Our team members are currently paid on a weekly basis. Expect to receive your paycheck every Friday – or Fri-yay! Please review your paycheck for errors and if you find a mistake, notify your manager immediately so that it can be corrected.

Go Green – Sprouts is a supporter of green initiatives. Where allowed by legislation, we require direct deposit or pay card for receipt of payroll. You can set up a direct deposit account(s) through MyHR. If you wish to use an ADP Pay Card, please request one from your store AC or HR Support.

Saving For Retirement - All team members are eligible to participate in our 401(k) plan after 90 days of consecutive service. This is a great way to save pre-tax for your future retirement and receive company matching funds to help grow your account. You will receive specific communications regarding the 401(k) plan features and instructions on how to enroll as your eligibility approaches.

GIVE ME A BREAK!

Rest Meals and Breaks – Breaks are a good way to take a short rest and refuel during your workday. Sprouts does not allow you to combine breaks, add them to meal periods or use them to come in late or leave early. Rest breaks and meal periods are not mandatory under federal law, so the laws of each state dictate how rest breaks and meal periods will be provided.

Holidays – Sprouts observes the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Holidays can be paid in two ways – holiday worked and holiday not worked. Remember to refer to **The Vine** for the full policy.

Vacation – To add balance in your life, Sprouts believes that you should have opportunities to enjoy time away from work. Eligibility is based on group classification. Sprouts allows you to cash in a maximum of 40 hours of accrued but unused vacation time each calendar year. You must cash in a minimum of eight (8) hours of unused vacation time per submission but no more than a total of forty (40) hours per calendar year. To request vacation cash in, please submit the proper form to your manager.

Sick Days – We understand that team members may need to take sick time. Non-exempt team members are eligible for paid sick time based on group classification. Sick days may be used for personal illness or injury, to care for a sick family member, or as otherwise permitted by applicable law. Sick pay is calculated based on the time missed for illness or injury from your scheduled work day(s).

Bereavement - Bereavement is paid time off for covering scheduled hours lost due to the death of a loved one.

Due to the changing landscape of the family unit, "loved one" is determined by you. All team members are eligible for up to three (3) days of paid bereavement leave for in-state services or up to five (5) days for out-of-state services and are limited to up to two (2) occurrences (in-state or out-of-state) per calendar year. Compensation during bereavement leave will be based on your group.

Civic Duty - Sprouts honors civic responsibilities, which is why we will pay non-exempt team members summoned to jury duty regular wages based on the team member's classification for up to three (3) days of scheduled hours missed due to jury duty. Any time off for jury duty after the first three (3) days will be unpaid; however, you may use available vacation to cover this time at your option. Team members are expected to return to work on any day or half-day they are not required to serve.

Sprouts encourages all team members to vote in all official public elections. Generally, your working hours are such that you will have ample time to cast your vote before or after working hours. However, if you find yourself with insufficient time to vote due to your work schedule, please discuss the matter with your supervisor at least two days prior to the election. Sprouts complies with all applicable voting-time laws of the state and municipalities in which our stores and offices are located.

LEAVES OF ABSENCE

Sprouts recognizes that medical and family needs may require team members to take time off from work. Therefore, Sprouts will grant leave of absence to eligible team members in accordance with the Family and Medical Leave Act (FMLA) and similar state and local laws.

There are many reasons a team member may need to take a leave of absence, some of them are:

- The birth of your son or daughter and in order to care for such son or daughter
- The placement of your son or daughter with you for adoption or foster care and in order to care for the newly placed son or daughter
- To care for your spouse (or in some states, registered domestic partner), son, daughter, or parent (called a "covered relation") with a serious health condition
- Because of your own serious health condition which renders you unable to perform the essential functions of your position

Some common leave types are:

- Family and Medical Leave (FMLA)
- Pregnancy Disability and Maternity Leave
- Military Leave
- Victims of Crime Leave
- Domestic Violence Leave
- Personal Leave

Please contact UNUM at 1-800-456-4958 if you need to initiate a Leave of Absence.

SIGN IN PLEASE

Attendance and timekeeping are your responsibility. Show up to work, be on time, and let us know the hours you worked. Overtime needs to be approved by your manager and know that you cannot work off the clock. Remember, you get paid when you clock-in and out.

OUR EMPLOYEE ASSISTANCE PROGRAM (EAP) IS SO MUCH MORE THAN COUNSELING!

Our **EAP** is a great benefit for all team members. It provides confidential, professional counseling for all team members and their household members for a wide range of personal problems.

In addition to counseling, our **EAP** has a lot of other useful tools and information:

- Discounts on a wide variety of items including fitness centers, new cars, appliances, restaurants, tickets, electronics, cell services, flowers, etc.
- CafeWell
- Financial Advice
- Legal Advice
- Identity Theft assistance
- Child Care/Elder Care referrals

You may contact the EAP at 1-800-327-0638 or by logging on to: MagellanAscend.com.

MORE BENEFITS

Some of the following benefit programs available to eligible team members include:

- Medical insurance
- Dental insurance
- Vision insurance
- Short-Term Disability
- Long-Term Disability
- Health Savings Account
- Healthcare Flexible Spending Account
- Dependent Care Flexible Spending Account
- Basic and Supplemental Life, AD&D Insurance
- Group Legal
- Identity Theft
- PerkSpot Discount Center

HEAVY DUTY POLICIES

We have to review these at some point so in an effort to keep it light, let's summarize some of the more complex policies and remember it is your responsibility to review all of Sprouts policies on the Vine.

At-Will Employment – This simply means either the team member or Sprouts may terminate employment at any time, for any reason, with or without notice.

Equal Employment Opportunity – Sprouts values a diverse workplace and promotes diversity. Sprouts aspires to create and foster an environment where our corporate culture mirrors our policies, so that no person will be advantaged or disadvantaged because of any factor unrelated to job performance.

Anti-Discrimination, Harassment, and Retaliation – Just don't do it! Every team member should be treated with dignity and respect. "Discrimination based on gender, age, race, religion, national origin, marital status, sexual orientation, disability or any other characteristic not related to performance, ability or attitude, protected by federal or state law, or not protected (such as inability to tell a joke, the occasional poor wardrobe choice or bad hair day), is strictly prohibited."

Retaliation – Applicable law also prohibits retaliation against any employee by another employee or by Sprouts, period. Retaliation is illegal and will not be tolerated.

Workplace Non-Violence - Sprouts strictly prohibits workplace violence. Acts of violence and/or threats, whether expressed or implied toward individuals in a Sprouts work area or on Sprouts property, are prohibited and will not be tolerated. All reports of incidents will be taken seriously and will be addressed appropriately.

Substance Abuse – Sprouts promotes a safe workplace for our team members and customers. Team members that use or abuse alcohol or drugs while at work and fail to meet the expectations of their job, will be subject to discipline which may include termination. Coming to work under the influence of drugs or alcohol is not sound judgment.

DISPUTE RESOLUTION/ARBITRATION AGREEMENT

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Therefore, we encourage you to talk to your manager or the Human Resources department, or to make use of our Open Door Policy, to help resolve problems early and effectively.

However, if a situation persists that you believe is detrimental to you or to Sprouts, remember that you and sprouts signed a document entitled “mutual binding arbitration agreement” in which the parties agree to arbitrate nearly all disputes arising out of or relating to your employment. Arbitration provides a cost-effective, efficient, binding method of resolving claims without the expense, uncertainty, and delays associated with taking a case to court.

The mutual binding arbitration agreement sets forth the claims that are covered by arbitration, and those claims which are not. It also sets forth the procedure for initiating the arbitration process and the rules applicable to the arbitration proceedings. If you have any questions regarding the arbitration process, what claims are covered and what are not, or how to initiate an arbitration proceeding, please contact the human resources or legal departments.

FIND US ON SOCIAL MEDIA



Facebook (facebook.com/sproutsfarmersmarket)

“Like” us on Facebook for tasty recipes, educational articles and fun DIYs!



Twitter (twitter.com/sproutsfm)

Follow us on Twitter for daily inspirational quotes, news and updates about Sprouts.



Instagram (instagram.com/sproutsfm)

Follow us on Instagram where you'll enjoy finding out about new products carried at Sprouts and to see real customer photos.



Pinterest (pinterest.com/sproutsfm)

Pin with us on Pinterest where we share fun recipes and DIYs.



LinkedIn (linkedin.com/company/sprouts-farmers-market)

Link with us on LinkedIn to learn the latest news and job opportunities with Sprouts.



YouTube (youtube.com/sproutsfarmersmarket)

Subscribe to our YouTube channel for the best videos on recipes, DIYs and more!

Please note: Following or engaging with Sprouts on social media is optional and not required.

To find out the appropriate way to engage with Sprouts and customers on your various social media channels, be sure to review the social media policy found here.

The handbook is provided for informational purposes only. The policies and procedures referred to within this guide along with all other policies and procedures can be found on **The Vine**, on the policy and procedure tab. They are not intended to create any contract or binding agreement between Sprouts and any team member. All policies and procedures in this handbook are subject to change or to be modified at Sprouts' discretion at any time, with or without notice.

CONTACT INFORMATION

Human Resources	(480) 814-8016 HRSupport@sprouts.com
Benefits Department.....	(480) 814-8016 Benefits@sprouts.com
Payroll Department.....	(480) 814-8016 Dept-Finance-Payroll@sprouts.com
Legal Department.....	(602) 682-1534 Legal@sprouts.com
EthicsPoint.....	(855) 748-5773 sprouts.ethicspoint.com