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## **Guaranteed Ride Home Policy**

**\*\*This policy is for Maricopa County, Arizona Stores only\*\***

**Approved By: Chief Operating Officer**

**Approved By: Vice President Human Resources**

**Date: July 30, 2007**

### **Purpose**

Sprouts employees who have registered as an Alternative Mode User (AMU) are also eligible for the Sprouts' Guaranteed Ride Home Program (GRHP). The GRHP allows employees who use any form of alternative transportation in their commute to work such as: taking the bus, van/car pools, using light rail, riding their bicycle, walking or teleworking - a free taxi-ride home in the event of an emergency or an unexpected event. If the employee becomes sick, needs to attend to a family member or must work late unexpectedly – they have a ride home. Sprouts will pay for one emergency ride home once every six months, either by taxi or by another Sprouts' employee.

### **Definitions**

**Alternative Mode User (AMU)** – is an employee who registers with Sprouts and then uses an alternative mode of transportation to and from work such as: taking the bus, van/car pools, using light rail, riding their bicycle, walking or teleworking

### **Process**

All employees who use an alternate mode of transportation and have registered with Sprouts' Human Resources may participate in the GRHP. To register as an AMU, the employee must complete a registration form that is available at each Sprouts' store located within Maricopa County. The store's administrative coordinator (bookkeeper) will have copies of the registration form as well as other Trip Reduction Forms. The store's trip reduction bulletin board will also have the appropriate forms as well. Once the registration form is completed it must be sent to Sprouts' Corporate Human Resources Department for processing.

AMUs will be provided - and limited to one (1) emergency ride during a 6-month period beginning with their registration in the program. Emergency rides may not be accumulated or carried over.

- 1) Transportation will be provided to registered AMUs who encounter the following circumstances during the work day:
  - Unexpected severe illness of an immediate family member-includes spouse, children, mother, father, sister, brother, mother-in-law, father-in-law, grandparents, grandchildren, son-in-law, and daughter-in-law.
  - Employee's own unexpected severe illness

- Inclement weather - precipitation, extreme heat (112+ degree during the summer months: May - September), or high winds - at the end of the employee's work schedule (walkers and bike riders only)
  - Missed bus due to *required* overtime only - tardiness will not be covered
  - Carpool driver has been delayed due to unexpected required overtime or who left the store/office because of personal emergency (thus stranding their co-riders)
- 4) The employee's manager or manager-on-duty must approve the use of the guaranteed ride home program.
  - 5) The manager may allow the employee to use one of the following options depending on the situation:
    - a) Be driven by another employee, the employee driving the AMU will be compensated their normal rate of pay to and from the store and be reimbursed for mileage at the current Sprouts' mileage rate, or
    - b) Take a taxi which will be paid for by Sprouts Farmers Market. If the employee is at the store, the employee must obtain a taxi voucher form the administrative coordinator (bookkeeper). If the employee is located at the Corporate Office, the employee can obtain the voucher from the Human Resources Department.
  - 6) Company absence policies and practices remain in force in situations when an AMU uses emergency transportation.
  - 7) When an employee utilizes emergency transportation, they are no longer on company business/company time and the company assumes no responsibility for the employee during this time.

## **GUARANTEED RIDE HOME POLICY ACKNOWLEDGMENT**

I have received, read, understand and agree to abide to this policy. This document must be signed and returned to Human Resources to be placed in your personnel file.

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Print your name

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Signature

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Store or Work Location

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Date