



Electronic Communications/Computer Systems Policy

Sprouts' computer systems, including e-mail, telephone, desktops, laptops, Company-provided mobile devices, and the Internet (collectively, the "Computer System"), are provided for the purpose of conducting company business. All information transmitted by, received from, created, or stored in the Computer System (whether through word processing, e-mail, the Internet, or otherwise) is the property of Sprouts.

You should have no expectation of privacy regarding any information created, stored, sent through or received on the Computer System. Sprouts reserves the right, without permission, to audit, inspect, and/or monitor any and all actions on the Computer System in appropriate circumstances. This includes reviewing documents created and stored on it; reviewing e-mail and messages sent or received; monitoring internet sites visited by team members; monitoring chat rooms and blogs; and reviewing files and material transferred, downloaded, or uploaded from the internet or sent from a personal computer. This also includes information sent from personal e-mail accounts via the Computer System or Internet connections or personal e-mails stored on the company's Computer System.

Sprouts may request user name/password access to Company-owned mobile devices and request that team members divulge personal social media, including user name, password, or other information providing access to a team member's personal social media account, if reasonably believed to be relevant in an investigation of team member misconduct, unless prohibited by applicable state or federal law.

Use of the Computer System should be business-related and its content professional. Sending or receiving inappropriate e-mails, information or materials (i.e., sexually explicit, abusive, offensive, profane, discriminatory or harassing messages or files; chain letters; or commercial, religious, political or non-charitable solicitations) through the Computer System during work time is prohibited and may result in disciplinary action, up to and including termination.

Sprouts provides all the technical equipment needed to do your job. Do not use your own personal computing equipment in the store to connect to the Sprouts network, or plug in, without approval of the Information Technology department. It is also recommended personal computers, laptops, cellular phones and personal mobile devices not be used to conduct company business, due to privacy and security concerns.

Team members should also review and become familiar with the Information Security Policy which addresses software downloading, physical security and password/access authentication requirements, and credit card and data protection obligations.