



## **Employment of Relatives/Dating Policy**

### **Employment of Relatives**

Sprouts permits the employment of qualified relatives of team members as long as such employment does not, in the opinion of Sprouts, create actual or perceived conflicts of interest. For purposes of this policy, "relative" is a spouse, registered domestic partner, child, parent, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin, or corresponding in-law or "step" relation. Sprouts will exercise sound business judgment in the placement of related team members in accordance with the following guidelines:

- Individuals who are related by blood or marriage may be permitted to work in the same store, support office or distribution center, provided no direct reporting relationship exists and/ Sprouts does not believe that a potential conflict of interest exists.
- Under special circumstances, as determined by Sprouts, a direct reporting relationship may be permitted with prior approval from the SVP – Field Operations, VP Human Resources or SVP Supply Chain.
- Team members who become “relatives” under this Policy while employed are treated in accordance with these guidelines. That is, if, in the opinion of Sprouts, a conflict or apparent conflict arises as a result of the team members’ status as “relatives”, one of the team members will be transferred at the earliest practicable time. If transfer is not feasible, the team members will be given the opportunity to decide which relative will stay with the company.

In addition, Sprouts recognizes that at times, team members and their close friends or current or former significant others may be assigned to positions that create a coworker or supervisor-subordinate relationship. Sprouts will, in its discretion, exercise sound judgment with respect to the placement of team members in these situations in order to avoid the creation of a conflict or the appearance of a conflict of interest, avoid favoritism or the appearance of favoritism, and protect against discrimination or harassment in the workplace.

### **Personal Relationships in the Workplace**

“Personal relationship” is defined as a relationship between individuals who are or were in a relationship of a romantic and/or intimate nature. To avoid the appearance of any conflict of interest, influence, or favoritism, and to ensure objectivity in the workplace, team members involved in a personal relationship may not:

- Be in a supervisor/subordinate or similar reporting relationship with each other;
- Supervise or evaluate each other; and/or
- Audit or review in any manner each other’s work.

If a personal relationship develops between team members, the team members shall immediately disclose the relationship to the Human Resources department. Failure to disclose a personal relationship may lead to discipline, up to and including termination.

All steps will be taken to eliminate any real or perceived appearance of authority that one team member in the personal relationship has over the other team member. In situations where it is not possible to eliminate a real or perceived conflict of interest, transferred or separation from employment may be required.

Sprouts reserves the right to take prompt action, including but not limited to transfer, discipline, or termination, if the personal relationship causes a potential or actual disruption in the workplace, adversely impacts work productivity or performance, or otherwise causes problems of supervision, safety, or morale.

If you are a primary vendor contact, you are prohibited from asking out and/or engaging in a personal relationship with a vendor where there may be an actual or potential conflict of interest or where business decisions may be influenced by a relationship of a romantic or intimate nature.